



**THE GREEN SCHOOL  
TRUST**

**PERSON SPECIFICATION**

**JOB TITLE:** Clerk to Governors

**DEPARTMENT/SECTION:** Governance

**DATE:** May 2018

CATEGORY	ESSENTIAL JOB REQUIREMENTS
<u><b>EQUAL OPPORTUNITY</b></u>	Awareness of the Trust's role as a service provider and employer with regard to equal opportunities.
<u><b>JOB RELATED KNOWLEDGE/APTITUDE/SKILLS</b></u>	<ul style="list-style-type: none"><li>• Good ICT skills</li><li>• Communication skills</li><li>• Able to work on own initiative.</li><li>• Ability to multi-task and work under pressure</li></ul>
<u><b>EXPERIENCE</b></u>	<ul style="list-style-type: none"><li>• Experience of committee working</li><li>• Experience of administration</li><li>• Experience of Google documents</li></ul>
<u><b>EDUCATION &amp; QUALIFICATIONS</b></u>	<ul style="list-style-type: none"><li>• English and Maths level 2 pass</li><li>• Level 3 qualifications</li></ul>

<p><b><u>PERSONAL SKILLS</u></b></p>	<ul style="list-style-type: none"> <li>● Ability to summarise meetings and carry out duties without constant supervision.</li> <li>● Ability to prioritise workload and work to strict timescales with good time management</li> <li>● Excellent organisation and planning</li> <li>● Ability to communicate effectively in person, in writing, on the telephone.</li> <li>● Ability to deal with difficult situations.</li> <li>● Commitment to safeguarding students, staff and site users</li> <li>● Professional conduct and confidentiality</li> <li>● Ability to use computer (word,excel, google docs)</li> <li>● Ability to work with outside agencies</li> <li>● Ability to monitor, evaluate and communicate changes in policy which apply to Trust/school governance</li> <li>● Common sense and pragmatism</li> </ul>
<p><b><u>OTHER QUALITIES</u></b></p>	<ul style="list-style-type: none"> <li>● Good punctuality and timekeeping</li> <li>● Enjoys working with volunteers</li> <li>● Good communicator by phone/email/face to face</li> <li>● Always seeking to improve processes</li> <li>● Enthusiastic, energetic and proactive</li> <li>● Flexibility and a willingness to support across the Trust</li> <li>● Commitment and dedication</li> <li>● A willingness to take on any training required</li> <li>● Enjoys responsibility</li> </ul>