

Clerk to the Board of Directors



Person specification

Skills, knowledge and aptitudes

- Good listening and oral literacy
- Writing agendas and accurate concise minutes
- Good ICT and keyboard skills
- Organising their time and working to deadlines
- Experience of organising meetings and record keeping
- Record keeping, information retrieval and dissemination of data/documentation, to the Board and others as needed
- Knowledge of Board procedures, educational legislation, guidance and legal requirements
- Knowledge of the roles and responsibilities of key individuals e.g. Directors, CEO, DfE, RSC etc.
- Knowledge of Equal Opportunities and Human Rights legislation
- Discrete and confidential with a strong understanding of Data Protection Law—competent at handling information securely in a confidential & impartial manner

Qualifications and Training

- Be able to demonstrate a willingness to attend appropriate training and development
- Have already attended or make a commitment to attend the National Training Programme for Clerks or equivalent

Experience

- Relevant personal and professional development
- Business Administration
- Working in an environment where experiences included taking initiative and using self-motivation
- Working as a team member

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Person specification

Personal Attributes

- Be a person of integrity
- Be able to maintain confidentiality
- Be able to remain impartial
- Have a flexible approach to working hours
- Have an openness to learning and change
- Have a positive attitude to personal development and training
- Have good interpersonal skills with exceptional listening and literacy skills

Special Requirements

- Be able to work at times convenient to the Board including evenings.
- Be able to travel to meetings
- Be contactable at mutually agreed times
- Hold a developed understanding of, and sympathy with, the Church's mission within schools