

# PERSON SPECIFICATION

**POST TITLE: Clerk to the Governing Body and Board of Trustees GRADE: 10**

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|  |  |  | **RELEVANT CRITERIA** | **HOW IDENTIFIED** | **ESSENTIAL/**  **DESIRABLE** |
| 1. | **EDUCATION & QUALIFICATIONS** | 1.1  1.2  1.3 | ‘A’ Level or equivalent qualification (or equivalent experience)  RSA Level 2 in typing or above (or equivalent relevant experience)  National Training Programme for Clerks | Application Form/Certificates  Application Form/Certificates  Application Form/Certificates | A  A  C |
| 2. | **KNOWLEDGE & EXPERIENCE** | 2.1  2.2  2.3  2.4  2.5  2.6  2.7  2.8  2.9  2.10  2.11 | Relevant administrative experience including setting agendas, minute taking, producing concise and accurate minutes, record keeping and information retrieval.  Knowledge of Governing Body procedures and their roles and responsibilities  To have the ability to remain calm under pressure  Willingness and commitment to Professional Development  Ability to take a proactive approach to strict deadlines and work on own initiative to ensure that these deadlines are met  The ability to prioritise own workload  Ability to assimilate and present data with accuracy and attention to detail  Ability to remain impartial and maintain strictest confidence  Flexible approach to working hours, ability to work at times convenient to the governing body / board of trustees  Knowledge of and interest in Secondary Education  Understanding importance of Equal Opportunities and Health and Safety at Work | Application Form/Selection Process/References  Application Form/Selection Process/ References  Application Form/Selection Process  Application Form/Selection Process  Application Form/Selection Process/References  Application Form/Selection Process/References  Application Form/Selection Process/References  Application Form/Selection Process/References  Application Form/Selection Process/References  Application Form/Selection Process/References  Application Form/Selection Process/References | A  B  A  A  A  A  A  A  A  A  B |
| 3. | **TECHNICAL SKILLS/ABILITY** | 3.1  3.2  3.3 | Experience of word processing, spreadsheets, databases, PowerPoint and other computer based information systems  Have excellent communication skills and inter-personal skills (written, oral and utilising IT) and an ability to relate to people at all levels  Excellent organisational skills | Application Form/Selection Process/References  Application Form/Selection Process/References  Application Form/Selection Process/References | A  A  A |

**Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please advise us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.**