

# 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** | 1.11.21.3 | ‘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/CertificatesApplication Form/CertificatesApplication Form/Certificates | AAC |
|  2. | **KNOWLEDGE & EXPERIENCE** | 2.12.22.32.42.52.62.72.82.92.102.11 | 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 responsibilitiesTo have the ability to remain calm under pressureWillingness and commitment to Professional DevelopmentAbility to take a proactive approach to strict deadlines and work on own initiative to ensure that these deadlines are metThe ability to prioritise own workloadAbility to assimilate and present data with accuracy and attention to detailAbility to remain impartial and maintain strictest confidenceFlexible approach to working hours, ability to work at times convenient to the governing body / board of trusteesKnowledge of and interest in Secondary EducationUnderstanding importance of Equal Opportunities and Health and Safety at Work | Application Form/Selection Process/ReferencesApplication Form/Selection Process/ ReferencesApplication Form/Selection ProcessApplication Form/Selection ProcessApplication Form/Selection Process/ReferencesApplication Form/Selection Process/ReferencesApplication Form/Selection Process/ReferencesApplication Form/Selection Process/ReferencesApplication Form/Selection Process/ReferencesApplication Form/Selection Process/ReferencesApplication Form/Selection Process/References | ABAAAAAAAAB |
|  3. | **TECHNICAL SKILLS/ABILITY** | 3.13.23.3 | Experience of word processing, spreadsheets, databases, PowerPoint and other computer based information systemsHave excellent communication skills and inter-personal skills (written, oral and utilising IT) and an ability to relate to people at all levelsExcellent organisational skills | Application Form/Selection Process/ReferencesApplication Form/Selection Process/ReferencesApplication Form/Selection Process/References | AAA |

**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.**