**Person Specification**

**Clerk to Governors**

It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

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| **Qualifications**  * Professional business or administration qualifications and/or equivalent experience
* Be able to demonstrate a willingness to attend appropriate training regularly
* Have already attended, or make a commitment to attend, the National Training Programme for Clerks or equivalent training available
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| **Experience**  * Having attended relevant personal and/or professional development
* Excellent customer care skills and being able to work with people from a diverse range of backgrounds
* Working in an environment where experiences included taking initiative and self-motivation
* Being a clear communicator and managing information effectively
* Working and developing as a member of a team
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| **Professional Knowledge and Understanding** * Excellent listening, oral, grammar, numeracy and literacy skills
* Sound experience in minuting meeting and/or note taking
* Knowledge and experience of writing agendas and accurate concise minutes
* Excellent ICT skills including MS Word, MS Excel, MS PowerPoint and use of email and the internet
* Organising their time and working to deadlines
* Organising meetings and co-ordinating people
* Excellent record keeping, information retrieval, research and dissemination of data/documentation
* Confident speaking skills, especially in front of groups, and able to articulate well in clear English
* Skills in developing and maintaining professional working relationships with internal and external contacts
* Knowledge of school governing board procedures
* Knowledge of education legislation, guidance and legal requirements
* Knowledge of the roles and responsibilities of the governing board
* Knowledge of equal opportunities and human rights legislation
* Knowledge of safeguarding children
* Knowledge of data protection legislation
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| **Personal Characteristics** **•** Be a person of integrity• Be able to maintain confidentiality• Be able to remain impartial• Have a flexible approach to working hours• Be understanding to the needs of others• Have an openness to learning and change• Have a positive attitude to personal development and training• Be able to confidently address groups of people and individuals• Have excellent interpersonal skills• Have an eye for written detail• Be confident in dealing with people in contentious, complex and sensitive circumstances |