**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 |
| **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 |
| **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 |
| **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 |