



# Bishop Vesey's Grammar School

## PERSON SPECIFICATION

Experience/knowledge/qualifications	Essential
Educated to GCSE level A*-C or equivalent in English and Maths	✓
Relevant 12 months professional experience in a school setting	✓
12 months experience of administrative work including setting agenda's, minute taking, producing concise and accurate minutes, record keeping, information retrieval and dissemination of panel data/documentation	✓
12 months' experience of using MS Word, Excel, information management systems in schools or general database systems in business.	✓
Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills..	✓
Knowledge of Governing Body procedures and their roles and responsibilities	✓
Knowledge of Data Protection Legislation	✓
Knowledge of relevant education legislation, guidance and legal requirements	✓
Knowledge of the respective roles and responsibilities of the Board of Governors and Headteacher	✓
Personal qualities and attitudes	Essential
Proven ability to work to deadlines	✓
A positive proactive approach to problem solving.	✓
Capable of building trust and positive relations with Governors and staff, be a person of integrity	✓
Ability to remain impartial	✓
Ability to maintain a professional office and deal with situations in a tactful manner; ability to maintain confidentiality.	✓
Outstanding interpersonal and presentation skills.	✓
Self-motivated with the ability to work autonomously with minimum supervision, or as part of a team if necessary.	✓
Ability to prioritise and deal with conflicting demands.	✓
Flexible approach to working hours, ability to work at times convenient to the Governing Body.	✓
Be available to be contacted at mutually agreed times	✓
Outstanding verbal, listening literacy and written communication skills.	✓
Have an openness to learning and change	✓



# Bishop Vesey's Grammar School

Willing to undertake appropriate training and development including a commitment to undertake the National Training Programme for Clerks or its equivalent.	✓
A commitment to the vision and values of the School.	✓
Ability to travel to meetings if required	✓
Contra-indicators	Essential
Criminal convictions involving offences against children	✓

JUNE 2021