

Person Specification

Job Title:	Governance Clerk	
<p>The panel will assess candidates against their ability to meet the essential requirements of the job. Candidates will only be assessed against their ability to meet the desirable requirements of the job in a competitive situation. Candidates with a disability will be guaranteed an interview if they meet the essential requirements only. Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability. Candidates should explain how they meet each of the numbered requirements within their supporting statement.</p>		
Essential	Desirable	
Skills and Effectiveness		
<ul style="list-style-type: none"> • Good listening, oral and literacy skills • Ability to work collaboratively with others (and in particular the Clerk to the Trust Board and Trust Officers as required) • ICT skills including word processing and use of email/internet • Good organisational skills and able to work to deadlines with conflicting demands • Committed to working in a way which promotes equal opportunities 		
Knowledge		
<ul style="list-style-type: none"> • Good knowledge of Microsoft Applications • An understanding or experience of general office tasks e.g. filing, record keeping • Understanding or experience of writing agendas and minutes and organising meetings • Understanding or experience of the requirements of working with confidential information and keeping it secure • Evidence of working as a team and individual (taking initiative, self-motivation) 	<ul style="list-style-type: none"> • Knowledge of governing body procedures and the law relating to governing bodies/education • Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner • Awareness of Safeguarding & Keeping Children Safe in Education 	
Experience/Personal Qualities:		
<ul style="list-style-type: none"> • Participation in formal meetings • Experience of taking initiative and is self-motivated • Evidence of working as a member of a team • Demonstrate & maintain integrity, impartiality & confidentiality • Have a flexible approach to working hours 		
Qualifications/Training:		
<ul style="list-style-type: none"> • At least 3 GCSEs, at grade C or above, or equivalent including English and Maths. • Demonstrate a willingness to attend training and development opportunities 	<ul style="list-style-type: none"> • Educated to NVQ Level 3 in Business Admin (or equivalent) or already attended/made a commitment to attend the National Training Programme for Clerks • ECDL, CLAIT or other ICT based qualification 	
Special Requirements:		
<ul style="list-style-type: none"> • Ability to travel to meetings 		