



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

Person Specification : Clerk to the Governing Body

All person specification criteria are essential or desirable requirements (E) / (D)		
Experience and qualifications	D	E
Previous experience in a similar role	✓	
NVQ Level 2/3 or equivalent; GCSE or equivalent level in English		✓
Proficient and experienced user of the key components of the MS Office Suite		✓
High standard of written English, excellent proof-reading skills and a strong eye for detail		✓
Knowledge of educational legislation. Guidance and legal requirements relevant to the governing body.	✓	
Previous work experience in a school	✓	
Knowledge of GDPR	✓	
Skills and competencies	D	E
Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation		✓
Ability to manage a busy workload with sometimes rapidly shifting priorities	✓	
Strong communication skills, both oral and written, and customer focus		✓
Strong organisational and planning skills		✓
Effective time management skills and the ability to multi-task and prioritise work		✓
Ability to communicate complex or sensitive information and to draft complex or sensitive emails, letters and other documents to a professional standard		✓
Ability to identify problems with your own and others' work within the school, and to correct or report these issues as necessary	✓	
Ability to have an awareness of activities taking place across the school to draw links and communicate and plan work accordingly		✓
Ability to solve problems that may significantly impact on others and for which the correct solution is not obvious		✓



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Personal Qualities	D	E
Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude	✓	
Ability to remain focused and driven under own initiative	✓	
Enthusiastic and self-motivated – will actively seek to further the school's best interests	✓	
A creative mind with an ability to suggest improvements – problem-solving skills		✓
A passion for the transformational impact of education and an empathy with the school's aim and vision		✓
Be committed to safeguarding and promoting the welfare of children		✓