**CLERK TO GOVERNORS**

**Person Specification**

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| **Key Areas** | **Method of Assessment**  **Interview, Application Form, References** |
| ***Key Skills and Abilities*** | |
| Ability to organise complex material | Application Form, Interview |
| Ability to understand and assimilate new information | Application Form, Interview |
| Ability to take accurate minutes | Application Form, Interview |
| Ability to maintain efficient record-keeping systems | Application Form, Interview |
| Communication, literacy and ICT skills | Application Form, Interview |
| Ability and willingness to work individually and use own initiative | Application Form, Interview |
| Ability to organise time and work to deadlines | Application Form, Interview, References |
| Good interpersonal skills | Interview, References |
| ***Knowledge and Experience*** | |
| Experience of working in an administrative capacity | Application Form, Interview |
| Experience of maintaining and manipulating data/information | Application Form, Interview |
| Knowledge of governing body procedures and/or experience demonstrating ability to gather and analyse information for research purposes. | Application Form, Interview |
| Experience of writing agendas, accurate and effective minutes and/or reports | Application Form, Interview |
| Awareness of data protection legislation to handle information securely | Application Form, Interview |
| ***Education and Qualifications*** | |
| NVQ3 literacy/administration qualification or equivalent/experience | Application Form, Interview |
| Willingness to attend further training and development opportunities | Application Form, Interview |
| ***Personal Qualities*** | |
| Be enthusiastic and determined | Application Form, Interview |
| Have flexibility, sensitivity and tact | Application Form, Interview |
| Demonstrate integrity, impartiality and confidentiality | Interview, References |
| Willingness to work at times convenient to the local governing bodies, including evening meetings | Interview |
| Demonstrate commitment to equal opportunities | Interview, References |
| ***Other*** |  |
| Able to travel to multi-site locations across the Trust | Interview |
| Available to be contacted at mutually agreed times, including evenings | Interview |