

CLERK TO SCHOOL GOVERNORS

PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualification and experience		
<ul style="list-style-type: none"> • Educated to at least GCSE grade 4 standard or equivalent in English and mathematics (certificate/s to be available at interview). • Proven experience in a clerking role. • Experience of organising meetings and accurate minute taking. • Experience of managing and maintaining accurate records and filing systems. 	<ul style="list-style-type: none"> • Relevant training in clerking/ providing support to committees. • Experience of working with school governing boards. • Experience of working in a school or similar establishment. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate(s) (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Excellent and meticulous organisational skills. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. 	<ul style="list-style-type: none"> • Knowledge and understanding of safer recruitment requirements in schools. • Knowledge of teaching and support staff pay and conditions. • Knowledge of local authorities, companies and charities and how they operate. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data/issues appropriately. • Ability to provide and seek relevant advice. • Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act, data protection and the GDPR. 		
Personal qualities		
<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work when under pressure. • Able to follow direction and work in collaboration with the line manager and governing board. • Able to work flexibly to support others and respond to unplanned situations. • Able to attend evening meetings as required. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		