

GLF Schools - Person Specification

Job Title: Clerk to the School Strategy Board		
	Essential	Desirable
Education and Training		
Attended or commitment to attend the National Training Programme for Clerks or its equivalent as recommended by GLF.	✓	
Ability to demonstrate a willingness to attend appropriate additional training and development.	✓	
Professional and Experience		
Evidence of relevant personal and professional development	✓	
Evidence of working in an environment where experiences included taking initiative and self-motivation.	✓	
Evidence of working as a member of a team.	✓	
Knowledge and Skills		
Good listening, oral and literacy skills.	✓	
Ability to organise time and work to deadlines.	✓	
Record keeping, information retrieval and dissemination of data/documentation, to the School Strategy Board and relevant partners.	✓	
Writing agendas and accurate concise minutes	✓	
ICT including keyboard skills	✓	
Organising meetings		✓
Knowledge of governance procedures		✓
Knowledge of educational legislation, guidance and legal requirements.		✓
Knowledge of Equal Opportunities and Human Rights legislation.		✓
Knowledge of Data Protection legislation.		✓
Personal Attributes		
Person of integrity	✓	
Ability to maintain confidentiality	✓	
Ability to remain impartial	✓	
Flexible and adaptable	✓	
Sympathetic and caring nature	✓	
Have an openness to learning and change	✓	
Positive attitude towards personal development and training	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the Staff Code of Conduct	✓	
Have good interpersonal skills.	✓	
Safeguarding		



GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.