

# CHENDERIT SCHOOL

## Person Specification

### Clerk to the Governors

June 2024

<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications And Training</b>	<p>Educated to a minimum of GCSE standard in English and Maths</p> <p>Experience of secretarial work including minuting of meetings.</p> <p>Skilled and knowledgeable in use of Microsoft Office Suite.</p>	<p>Knowledge of governing body procedures and relevant legislation.</p> <p>Clerking accreditation qualification.</p> <p>Experience of using the governance management platform, GovernorHub.</p>
<b>Competence Summary</b> (Knowledge, abilities, skills experience)	<p>IT literate with office/clerical experience.</p> <p>Accurate, with attention to detail and able to work to deadlines.</p> <p>Commitment to the protection and safeguarding of children and young people.</p> <p>Due regard to confidentiality.</p>	
<b>Work-related Personal Requirements</b>	<p>Good interpersonal skills and organisational ability.</p> <p>Ability to maintain impartiality and keep sensitive items confidential.</p> <p>Ability to work without supervision, meet deadlines and use own initiative and work as part of a team.</p>	