

Person Specification

Job Title:	Clerk to the Local Governing Body	
<p><i>The panel will assess candidates against their ability to meet the essential requirements of the job. Candidates will be assessed against their ability to meet the desirable requirements of the job in a competitive situation.</i></p> <p><i>Candidates with a disability will be guaranteed an interview if they meet the essential requirements only. Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.</i></p> <p><i>Candidates should explain how they meet each of the numbered requirements within their supporting statement.</i></p>		
Essential		Desirable
Skills and Effectiveness		
<ul style="list-style-type: none">• Good listening, oral and literacy skills• Ability to work collaboratively with others (and in particular the Clerk to the Trust Board and Trust Officers as required)• Effective interpersonal and communication skills• ICT skills including word processing and use of email/internet• Good organisational skills and able to work to deadlines• Ability to understand and assimilate new information and translate into advice• Ability to organise own time, flexible in approach and able to work with conflicting demands• Thorough approach to work with an attention to detail• Committed to working in a way which promotes equal opportunities		
Knowledge		
<ul style="list-style-type: none">• Good knowledge of Microsoft Word and use of email; working knowledge in the use of excel• An understanding of general office tasks e.g. filing, record keeping• Understands good practice in writing agendas and minutes and organising meetings• Understanding of the requirements of working with confidential information and keeping it secure		<ul style="list-style-type: none">• Knowledge of governing body procedures• Knowledge of the law and regulations relating to governing bodies and education• Knowledge of the respective roles and responsibilities of the governing body, the Trust, the DfE and the Diocese• Knowledge of governor appointment and election procedures• Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner
Experience/Personal Qualities:		

<ul style="list-style-type: none"> • Participation in formal meetings • Experience of taking initiative and is self-motivated • Evidence of working as a member of a team • Demonstrate & maintain integrity, impartiality & confidentiality • Have a flexible approach to working hours 	<ul style="list-style-type: none"> • Previous experience of organising meetings, drawing up agendas and producing accurate minutes • Experience of dealing with confidential matters
Qualifications/Training:	
<ul style="list-style-type: none"> • At least 3 GCSEs, at grade C or above, or equivalent including English and Maths. • Demonstrate a willingness to attend training and development opportunities 	<ul style="list-style-type: none"> • Educated to NVQ Level 3 in Business Admin (or equivalent experience) or already attended/made a commitment to attend the National Training Programme for Clerks • ECDL, CLAIT or other ICT based qualification
Special Requirements:	
<ul style="list-style-type: none"> • Ability to work at times convenient to the governing board, including evenings • Ability to travel to meetings • Available to be contacted at mutually convenient times 	