

PERSON SPECIFICATION - CLERK TO GOVERNORS



QUALIFICATIONS/ EXPERIENCE

Essential

- Experience of accurate minute taking and transcribing notes.
- Experience of using a computer-based word processor such as Microsoft Word.
- Have a flexible approach to working hours and be able to carry out clerk work at times convenient to the Governing Board (though most meetings are same day, 4.00 or 4.30).

Desirable

- At least 4 GCSE's (A-C) or equivalent, including English and Maths GCSE.
- Knowledge of administrative procedures and legal requirements relating to governing boards e.g. minutes, agendas and meetings / elections / resolutions (training available).
- Knowledge of the role of Governing Boards (training available).
- Knowledge of the current school system (especially at primary level) and of education in general.
- Willingness to undertake further training related to the role of Clerk to Governors.

ABILITY TO

- Contribute and work well as a member of a team.
- Able to work proactively, on own initiative, if required.
- Work flexibly and co-operatively.
- Set up and manage a secure filing system (paper based as well as electronic).
- Communicate clearly, verbally and in written reports, minutes, letters etc.
- Maintain appropriate level of confidentiality and impartiality.
- Self-motivate and 'multi-task' under pressure to ensure deadlines are met.

SKILLS

- Excellent communication skills.
- Excellent interpersonal skills.
- Good IT skills to include use of a PC or laptop, e-mail & a word processing programme.
- Excellent administrative and organisational skills.

PERSONAL QUALITIES

- A flexible approach to work.
- Commitment to providing a high quality, professional service.
- A good team player, but also able to work well alone with a high degree of initiative.
- Adaptable, approachable and cooperative.
- Discretion, tact and diplomacy.
- Positive outlook.

METHOD OF ASSESSING THE ABOVE CRITERIA: Application Form, Interview, and Task(s) set at the recruitment stage. References will be taken for all shortlisted candidates.