

PERSON SPECIFICATION- School Governors Clerk

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> A good standard of education including English and Maths	E	Application form
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Recent experience of clerking meetings	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Knowledge of governing body procedures	D	
<input type="checkbox"/> Knowledge of current educational developments and legislation affecting school governance	D	
<input type="checkbox"/> Experience of working with Microsoft packages including word, excel and power point.	E	
<input type="checkbox"/> Previous Governors Clerking experience gained within a Multi Academy Trust / Schools or an education setting	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Good organisational skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	E	
<input type="checkbox"/> Excellent time management skills	E	
<input type="checkbox"/> Excellent communication and inter-personal skills.	E	
<input type="checkbox"/> Ability to communicate effectively with all relevant stakeholders	E	
<input type="checkbox"/> Excellent problem-solving skills	E	
<input type="checkbox"/> Well developed IT skills	E	
<input type="checkbox"/> Excellent literacy and written skills, including the ability to prepare meeting agendas and the ability to produce accurate and concise minutes	E	
<input type="checkbox"/> Ability to use initiative and work autonomously	E	
<input type="checkbox"/> Ability to maintain confidentiality	E	
<input type="checkbox"/> Proven tact and diplomacy skills	E	

Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> Flexible Approach	E	
<input type="checkbox"/> A positive attitude and commitment to equality	E	
<input type="checkbox"/> Encourages ideas, initiative and innovation in others	E	
<input type="checkbox"/> Highly motivated showing resilience and reliability	E	
<input type="checkbox"/> Excellent literacy and Numeracy	E	
<input type="checkbox"/> Ability to manage own time well to meet competing demands	E	
<input type="checkbox"/> Be able to work at times convenient to the governing body, including evening meetings;	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	