

## **Person Specification Clerk to Governing Bodies**

### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Excellent oral and written communication skills.
- Effective organisational and administrative skills.
- Ability to prioritise work and meet tight deadlines
- Ability to assimilate knowledge of legislation and regulations in relation to school governance.
- Effective word processing skills and ability to use a variety of Windows based software.
- Working knowledge of meetings procedures.
- Educated to GCSE level (specifically in English).
- Minute taking experience
- Persuasive and socially confident.
- Able to be assertive.

#### **Desirable**

- Awareness of current policy and issues relating to schools and education and local authorities generally.
- Experience of a local government administrative environment.
- Experience of dealing with, forging working relationships with a cross-section of people.
- Forward planner.

### **Part B**

The following criteria will be further explored at the interview stage in addition to the Essential criteria stated above:

- Understanding of customer based services
- Minute writing ability / ability to interpret and summarise information
- Ability to work as member of a team.
- Commitment to equalities

#### **Additional Requirements**

Enhanced DBS check

Flexible to cover a variety of shifts at short notice which may include some evenings /unsocial hours