

**Clerk to Governors PERSON SPECIFICATION**

<b>Competency</b>	<b>Essential</b>	<b>Assessed</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Attainments / Qualifications</b>	Good General Education, including English Language and Maths at GCSE (grade C and above) or equivalent.	A	Educated in English to A-level standard or equivalent.  National Training Programme for Clerks or its equivalent	A  A
<b>Skills and Understanding</b>	Excellent listening, oral and literacy skills.  Ability to produce succinct, accurate minutes which capture key discussion points and actions.  Excellent IT skills, including use Microsoft Office and Teams.  Ability to organise own time, work efficiently and meet deadlines.  Ability to organise meetings and coordinate others.  Ability to maintain confidentiality.  Ability to digest and disseminate information relating to governance.  Excellent interpersonal skills.  Ability to remain impartial.	A/I  A/I  A/I  I  I  I  I	Knowledge of school governance requirements, particularly for a Single Academy Trust.	A

<p><b>Prior Experience</b></p>	<p>Experience of working in an environment where experiences include taking initiative and self-motivation.</p> <p>Experience of working as a member of a team.</p> <p>Experience of effective administration.</p>	<p>A</p> <p>A</p> <p>A</p>	<p>Experience of working in a Higher Education and/or School environment.</p> <p>Experience working as a Clerk to Governors of a school.</p>	<p>A</p> <p>A</p>
<p><b>Behavioural Characteristics</b></p>	<p>Commitment to working with integrity, openness and honesty.</p> <p>Be considerate of the needs of others.</p> <p>Be comfortable collaborating with, advising and coordinating senior leaders and governors.</p> <p>Patience and persistence.</p> <p>Commitment to Safeguarding and promoting the welfare of children.</p> <p>Commitment to equal opportunities.</p> <p>Have an openness to learning and change and a willingness to undertake further training and development.</p> <p>Commitment to the School's mission, vision and values.</p>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
<p><b>Special Requirements</b></p>	<p>Be able to work at times convenient to the governing body, including evening meetings, having a flexible approach to working hours.</p> <p>Be able to be contacted at mutually agreed times.</p>	<p>I</p> <p>I</p>		

**Assessment Key:**

A – Application Form

I - Interview