

## CLERK TO TRUSTEES & SCHOOL GOVERNORS: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualification and experience</b>		
<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade C standard or equivalent in English and mathematics (certificate/s to be available at interview).</li> <li>• Proven experience in a clerking role.</li> <li>• Experience of organising meetings and accurate minute taking.</li> <li>• Experience of managing and maintaining accurate records and filing systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant training in clerking for a School Academy/Multi Academy Trust.</li> <li>• Experience of working with school governing boards.</li> <li>• Experience of working in a school or similar establishment.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate(s) (to be available at interview)</p>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>• Excellent and meticulous organisational skills.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information.</li> <li>• Ability to manage and deal with confidential data/issues appropriately.</li> <li>• Ability to provide and seek relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safer recruitment requirements in schools.</li> <li>• Knowledge of teaching and support staff pay and conditions.</li> <li>• Knowledge of local authorities, (<i>companies and charities</i>) and how they operate.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<p>advice.</p> <ul style="list-style-type: none"> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act, data protection and the GDPR.</li> </ul>		
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to show initiative and prioritise one's own work when under pressure.</li> <li>• Able to follow direction and work in collaboration with line manager and governing board.</li> <li>• Able to work flexibly to support others and respond to unplanned situations.</li> <li>• Able to attend evening meetings as required.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>