

Person Specification

JOB TITLE: CLERK TO THE GOVERNING BODY	SECTION:
DEPARTMENT: Children, Young People & Learning	POST NUMBER:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	GCSE English and Maths at Grade C or above or equivalent or relevant experience. Excellent MS Office user, including word-processing, spreadsheets and email.	Recognised accreditation / qualification as Clerk to the Governing Body.
Competence Summary (Knowledge, abilities, skills, experience)	Good experience of office and administrative duties. Experience of minute taking and working with committees. Excellent communication skills and ability to provide advice to others. Ability to use relevant technology, equipment and IT packages. Ability to work constructively as part of a team and work on own initiative. Ability to understand and follow detailed procedures. Ability to plan, organise, prioritise and work to completing deadlines.	Experience of working in a learning environment. Knowledge of the role of school governing bodies. Previous experience as Clerk to a Governing Body.
Work-related Personal Requirements	Ability to maintain strict confidentiality of information received and processed as part of the job role. Committed to equality of opportunity.	
Other Work Requirements	Ability to attend meetings, often out of school hours. Willingness to undertake relevant training including attendance at two Clerks' Briefing Sessions run by the LA (held termly during the day, midweek)	