



Ashton-under-Hill First School

"Shaping bright futures together"

Person Specification Clerk to Governors

Qualifications and Training	<p>The successful candidate will have :</p> <ul style="list-style-type: none"> • A good level of English and Maths • A willingness to undertake relevant training • Administrative experience • Good IT Skills
Experience and Knowledge	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Able to communicate effectively with a range of people • Well organised and practical • Adaptable and flexible • Able to deal with sensitive information in a confidential manner • Knowledge of Data protection regulations • Competent in the use of Office 365 and MS Teams <p>Desirable:</p> <ul style="list-style-type: none"> • A sound understanding of governance duties • Relevant experience working in a clerking role • Experience of working in an environment where experiences included taking initiative and self- motivation
Skills and Abilities:	<ul style="list-style-type: none"> • Good listening, literacy and oral communication skills • Ability to write agendas and accurate, concise minutes • Good ICT and keyboard skills • Excellent interpersonal skills • Ability to organise time and work to deadlines • Ability to organise meetings • Ability to develop and maintain contacts with outside agencies eg: LA, other schools, Worcestershire Governor Services, National Governors Association <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of Governing Body procedures • Knowledge of legislation, guidance and legal requirements
Additional factors:	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have a caring and positive nature • Be prompt and reliable • Be prepared to undergo training appropriate to the post • Work within the guidelines of Keeping Children Safe in Education • Be able to drive and attend meetings after school • Be a person of integrity and be able to maintain confidentiality • Be able to remain impartial • Have a flexible approach to working hours • Be sympathetic to the needs of others • Have an openness to learning and change • Have a positive attitude to personal development and training