



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