

Person Specification

JOB TITLE: Clerk to Governors		POST NO:	
GRADE:	7	DEPARTMENT:	Children's Services
HOURS	37		
DIVISION:	Governor Services	DIRECTOR:	
DATE:	May 2015	COMPLETED BY:	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Knowledge of office procedures and systems. (A &I)</p> <p>Effective organisational skills, including prioritising work in order to meet targets and deadlines. (A &I)</p>	<p>Able to demonstrate an understanding of education issues. (A &I)</p> <p>Knowledge of school governing body procedures. (A &I)</p> <p>Knowledge of the law as it relates to school governance and the roles and responsibilities of school governing bodies. (A &I)</p>
SKILLS & ABILITIES	<p>Good literacy and IT skills (A &I)</p> <p>Proven clerical and administrative skills. (A &I)</p> <p>Proven skills in maintaining a data base. (A &I)</p> <p>Working knowledge of word processing. (A &I)</p> <p>Ability to work as a member of a team. (A &I)</p> <p>Ability to liaise effectively with other agencies, including schools, LA departments and the DfE. (A &I)</p> <p>Ability to communicate information effectively both verbally and in writing. (A &I)</p> <p>Ability to research information, including via the</p>	

	<p>internet. (A &I)</p> <p>Ability to work with minimum supervision. (A &I)</p> <p>Ability to maintain confidentiality. (A &I)</p>	
EXPERIENCE	<p>Significant experience of working in an office environment. (A &I)</p> <p>Significant experience in organising and minuting meetings. (A &I)</p>	<p>Previous local government experience. (A &I)</p> <p>Experience of working with governing bodies. (A &I)</p>
QUALIFICATIONS	GCSE or equivalent in five subjects at level 'C' or above, including English. (A	
PERSONAL CIRCUMSTANCES	<p>Use of a compatible computer, with internet access, at home. (A &I)</p> <p>You are required to be aware of computer virus infection and to ensure that anti virus software is regularly updated. (A &I)</p> <p>Flexibility to work at times convenient to the governing body, including attendance at evening meetings. (A &I)</p> <p>Ability to travel to meetings and training venues. (A &I)</p>	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying Equal Opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(A) Application / Interview, (P) Presentation, (W) Written Test.]*