



## **DISCOVERY PRIMARY ACADEMY**

### **Clerk to the LGC Person Specification**

**Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and Training	5 GCSEs at Grade C/Grade 4 or above (or equivalent) including English and Math	Level 3 or above in Business Administration or equivalent qualification in a relevant discipline  Relevant Clerk to the Governor Training
Experience	Essential: Previous experience of working in an administrative role  Effective and accurate minute taking and record keeping.	Letter of Application Interview
Skills & knowledge	Good listening, oral and literacy skills Good time management Use of initiative Work to deadlines	Knowledge of governance committees and education legislation  Awareness of data protection
Personal Qualities	Essential: Personal integrity and commitment to the role Respect confidentiality Confident Calm and resilient under pressure Commitment to further training	