

# GOVERNANCE CLERK

## Person Specification

Key Areas		Essential/ Desirable	Method of Assessment
<i>Key Skills and Abilities</i>			
Ability to organise complex material			Application Form, Interview
Ability to understand and assimilate new information			Application Form, Interview
Ability to take accurate minutes		Essential	Application Form, Interview
Ability to maintain efficient record-keeping systems		Essential	Application Form, Interview
ICT including typing skills		Essential	Application Form, Interview
Ability and willingness to work individually and use own initiative		Essential	Application Form, Interview
Ability to organise time and work to deadlines		Essential	Application Form, Interview, References
Good listening, oral and literacy skills		Essential	Interview, References
<i>Knowledge and Experience</i>			
Experience of working in an administrative capacity		Essential	Application Form, Interview
Experience of maintaining and manipulating data/information		Desirable	Application Form, Interview
Knowledge of school governance procedures and/or experience		Desirable	Application Form, Interview
Ability to gather and analyse information for research purposes.		Desirable	Application Form, Interview
Experience of writing agendas, accurate and effective minutes and/or reports		Desirable	Application Form, Interview
Awareness of data protection legislation to handle information securely		Desirable	Application Form, Interview
<i>Education and Qualifications</i>			
NVQ2 literacy/administration or clerking qualification or equivalent/experience		Essential	Application Form, Interview
Positive attitude to personal training and development opportunities		Essential	Application Form, Interview
<i>Personal Qualities</i>			
Be enthusiastic and determined		Essential	Application Form, Interview
Have flexibility, sensitivity and tact		Essential	Application Form, Interview
Demonstrate integrity, impartiality and confidentiality		Essential	Interview, References
Willingness to work at times convenient to the local School Committees, including evening meetings		Essential	Interview
Demonstrate commitment to equal opportunities		Essential	Interview, References
Self- motivated and have good initiative		Essential	Interview, References

Experience of working as part of a team	Desirable	Interview, Application Form
<i>Other</i>		
Able to travel to multi-site locations across the Trust	Essential	Interview
Available to be contacted at mutually agreed times, including evenings	Essential	Interview