

Person Specification

Job Title: Clerk to the Local Governing Body (LGB) – Holyport CE Primary School

Educational achievements, Qualifications, Training and Knowledge:
<i>Essential</i> • Fully conversant with Microsoft office software including Word
Experience:
<i>Essential</i> • Experience of taking precise, accurate minutes • Proven administrative and organisational abilities
Job related aptitude and skills:
<i>Essential</i> • Excellent literacy skills including spelling • Excellent presentation skills • Excellent communication skills – both oral and written
Personal qualities:
<i>Essential</i> • Ability to work with diplomacy and tact, showing a respect for confidentiality • Flexible approach to tasks and an ability to use initiative • Commitment to continuing personal development • Commitment to customer service
Special Requirements:
<i>Essential</i> • Access to computer and e-mail facility • Ability to travel independently to different locations within the county ☐ The post is also subject to a satisfactory DBS clearance at enhanced level
Equal Opportunities:
<i>Essential</i> • Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.
Experience:
<i>Desirable</i> • Experience as a clerk to a governing body or an understanding of academy local governing body work