

**CHARTERS SCHOOL PERSON SPECIFICATION**  
**Associate Staff Clerk to Trustees**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE FROM</b>
<b>Knowledge and qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>• Office systems and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in the Clerking of School and Academy Governing Boards</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Competent in the use of ICT systems in particular Microsoft Office</li> <li>• Excellent communication skills, particularly written</li> <li>• Able to compile agendas and take accurate concise minutes</li> <li>• Excellent at time management and working to deadlines</li> <li>• Knowledge of record keeping, information retrieval and dissemination of data/ documentation</li> <li>• Working as part of a team and on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience developing and maintaining contacts with outside agencies</li> <li>• Knowledge of governing body procedures</li> <li>• Knowledge of roles and responsibilities of local governing body, headteacher, LA, DfE</li> </ul>	Application form/interview/reference
<b>Quality of Relationships</b>	<ul style="list-style-type: none"> <li>• Able to relate to students, teachers and parents in a calm and sympathetic manner</li> <li>• Ability to display fairness and respect for students and colleagues</li> </ul>		Interview/application form
<b>Personal Style and Characteristics</b>	<ul style="list-style-type: none"> <li>• Conscientious with commitment to providing a high quality of service</li> <li>• Good timekeeping, attendance and flexibility</li> <li>• Open minded, friendly and proactive</li> <li>• Calm and caring, including when under pressure</li> <li>• Self-motivated</li> <li>• Sense of humour</li> </ul>		Interview/reference
<b>Skills and Aptitude</b>	<ul style="list-style-type: none"> <li>• Ability to plan and prioritise own workload, including projects and key tasks to meet strict deadlines</li> <li>• Able to maintain confidentiality, integrity and impartiality</li> <li>• Excellent interpersonal skills, mature and professional</li> <li>• Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English</li> <li>• Ability and willingness to learn quickly</li> <li>• Able to identify when discrimination is taking place and take appropriate action where this is identified</li> <li>• Appropriate attitudes to use of authority and maintaining discipline</li> <li>• Emotional resilience in working with challenging behaviours</li> </ul>		Interview

Charters School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the requirements of Keeping Children Safe in Education (KCSIE) and the school's safeguarding policies. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to safer recruitment procedures, including satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, and other relevant pre-employment checks. Charters School is an Equal Opportunities Employer.