

Person Specification

Job Title: Clerk to Governors

Attributes	Essential	Preferred
Education / Qualifications	Essential: Educated to GCSE level or equivalent, Good standard of literacy and numeracy	Preferred: NVQ level 2 in relevant subject
Experience	Essential: Previous experience of secretarial work, including minute taking	Preferred: Experience of working in an educational setting
Skills / Knowledge / Aptitude	Essential: Word processing skills IT skills, Good organisational skills, Good communication skills, Ability to work collaboratively with others	Preferred: Shorthand skills, Knowledge of law and regulations relevant to Governing Bodies.
Motivation	Essential: Willingness to be flexible, Commitment to equality principles	Preferred: Not applicable
Physical	Essential: Not applicable	Preferred: Not applicable
Other	Essential: Ability and willingness to attend evening meetings, Must be fluent in the English language in accordance with the Immigration Act 2016	Preferred: Assessed in interview