



Person Specification for Governance Professional Role at Corsham Primary School - Clerk

Quality	Essential	Desirable	Assessed by
Qualifications	GCSE x 4 at grade C or above or equivalent, including English and Maths	Professional Governance qualification	Application Form
Experience	• Minute Taking • Microsoft Office • Database maintenance	Previous work as a Clerk to Governors	
Skills	• Excellent oral and written skills with an eye for detail • A sound knowledge of administrative work and related systems • Able to communicate well and develop effective working relationships • Be able to maintain confidentiality at all times and to prevent disclosure of confidential and/or sensitive information. • Excellent personal organisational and time management skills • Able to manage conflicting work pressures and organise priorities		• Application form • Interview • References

	• Experience of maintaining administrative systems and a competent user of Microsoft Office and database applications • An enthusiasm for continued professional development and a desire to develop appropriate knowledge of the legal framework relating to the governance of schools and current developments in education, in particular multi academy trusts		
Personality	• Confident with a positive attitude • Self-motivated • Flexible		Interview and references
Requirements	• Committed to safeguarding and promoting the welfare of children • Awareness of Health and Safety issues and commitment to work within safety guidelines • Work within school policy guidelines • Enhanced DBS clearance • Enhanced appreciation of confidentiality		Interview

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.