

PERSON SPECIFICATION



Post Title: Clerk to the Governing Body

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
EXPERIENCE	<ul style="list-style-type: none"> Proven general secretarial and administrative experience in a similar size organisation Experience of working in a school / educational environment (D) Extensive experience of taking minutes at meetings Experience of keeping accurate computer records and dealing with confidential/sensitive information Experience of working within legislation and procedures (D) Experience of working under pressure and to deadlines Experience working in a customer focussed role 	<ul style="list-style-type: none"> Application form Interview References
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> 2 'A' Levels or equivalent (D) NVQ 3 Business Administration or equivalent experience Minimum 5 GCSE's A* - C or equivalent including Numeracy/Literacy/ICT ECDL or equivalent RSA II or equivalent ability 	<ul style="list-style-type: none"> Application form Certificates References Interview Task
APTITUDES & ABILITIES	<ul style="list-style-type: none"> Ability to communicate clearly both verbally and in writing Ability to liaise effectively with Governors/parents/staff at all levels/Local Authority Officers etc. High level of accuracy and attention to detail Ability to meet deadlines in a calm and professional manner Ability to work under own initiative and without supervision Ability to work as part of team Ability to plan, organise and prioritise personal workload Flexible in approach to work Ability to identify improved ways of working Ability to handle confidential information with discretion Ability to comply with School/Trust policies and procedures 	<ul style="list-style-type: none"> Application form Interview References
KNOWLEDGE	<ul style="list-style-type: none"> An advanced working knowledge of Microsoft Office including Word, Excel, Powerpoint, Access and Outlook Knowledge of the Data Protection Act 	<ul style="list-style-type: none"> Application form Interview Task
ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> Self-motivated Professional and positive attitude Pro-active and willingness to undertake training relevant to the job Strong commitment to the delivery of high quality services as well as equality and diversity 	<ul style="list-style-type: none"> Application form Interview References
OTHER FACTORS	<ul style="list-style-type: none"> Flexible approach to working hours Enhanced DBS Check (if applicable to school policy) 	<ul style="list-style-type: none"> Application form Interview DBS

(D) = Desirable, but not essential

Springdale First School places the highest priority on the safeguarding and protection of children and because of the nature of our work this post is subject to an enhanced disclosure from the Disclosure and Barring Service.

Supervision and Management of People

May be required to monitor the quality and quantity of work of others. Otherwise, no supervisory responsibility other than providing informal guidance and support to more other clerks and new Governor recruits.

Knowledge and Skills

Planning and organisational skills, particularly co-ordinating processes

Advanced user of relevant software and/or procedures

Experience of working with relevant specialised equipment or procedures

Working knowledge of the activities of other areas of the School relevant to Governing body work

Co-ordination and collection of data from a variety of sources to be used by others

Analysis and manipulation of data or calculations, highlighting and prioritising any issues for further investigation or action

Collate, organise and edit material for inclusion in reports and documents

Advanced keyboard skills

Management of diary/calendar of the Governing body

Preparation of non standard documentation which requires knowledge of advanced word processing skills and/or the integration of software applications

Creativity and Innovation

Relay customer feedback and comments and contribute to proposals for improvements to current working methods.

Use interpersonal skills to deliver a range of advice and assistance on specific aspects on own area

Contacts and Relationships

Solve problems including those of a more complex nature, judging when to refer or involve others, ability to quote relevant legislation.

Resolve queries independently and recommend alternative sources / courses of action.

Understanding of customer needs in order to support a high quality service to customers both internally and externally

Decisions

Identify and resolve first line problems including dealing with more complex queries, judging when to forward these on to or involve others

Initiative will be required with scope to make decisions within clear parameters

May make decisions about routine work matters in collaboration with line manager

Handles confidential information with discretion

Resources

Personal duty of care in relation to equipment and resources.

Take responsibility for small scale resources/cash following established procedures

Work Environment

Plan and prioritise own work activities including scheduling of non standard work, but nature of planning is about timing and sequencing assigned tasks over a week or weeks ahead.