*Icon

Description automatically generated*Clerk to the Governing Board

*Churchfields, the Village School*

**Person Specification**

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|  | Essential | Desirable | Assessed |
| Qualifications | * Good general education to GCSE standard * High standard of literacy | * Clerking qualifications or evidence of CPD | Application |
| Experience | * Experience of clerking or secretarial duties to meetings or committees | * Experience of clerking for a primary school governing board | Application  References |
| Knowledge | * Knowledge of administrative procedures. | * A good working knowledge of the legal framework relating to governance of schools and current developments in education * A working knowledge of the features of effective governance in maintained primary schools | Application |
| Specific Skills (attributes and abilities) | * Good IT and typing skills demonstrating competence in Microsoft Outlook and Microsoft word. * Good communication skills written and verbal. * Ability to flexibly manage and record own workload and meet deadlines. * Good record keeping. * Good organisation skills. * Ability to accurately summarise and cascade information. * Ability to competently minute the important points of a meeting and make decisions on what needs to be reported. | * Working knowledge of the use of Microsoft Office 365 and its applications * Competence of cloud-based storage system such as SharePoint and use of hyperlinks to share information. | Application  Interview |
| Attitude | * Open, honest and approachable. * Willingness to learn and improve professional competence. * Ability to maintain confidentiality * Empathy for the values and vision of the school. |  | Interview  References |