**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
 | ApplicationReferences |
| 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.
 | ApplicationInterview |
| 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.
 |  | InterviewReferences |