



Community Primary School

### Person Specification

<b>Job Title:</b>	Clerk to the governing body of Fort Royal Community Primary School	
<b>Essential</b>		<b>Desirable</b>
<b>Skills and Effectiveness</b>		
<div>1 Ability to work collaboratively with others</div> <div>2 Effective interpersonal and communication skills</div> <div>3 ICT skills including word processing and use of email</div> <div>4 Good organisational skills</div> <div>5 Ability to understand and assimilate new information and translate into advice</div> <div>6 Ability to organise own time, flexible in approach and able to work with conflicting demands</div> <div>7 Thorough approach to work with an attention to detail</div> <div>8 Committed to working in a way which promotes equal opportunity</div>		
<b>Knowledge</b>		
<div>1 Working knowledge of Microsoft Word and Excel; working knowledge of use of email</div> <div>2 An understanding of general office tasks e.g. filing, record keeping</div> <div>3 Knowledge of good practice in writing agendas and minutes and organising meetings</div> <div>4 Understanding of the requirements of working with confidential information</div>		<div>1 Knowledge of governing body procedures</div> <div>2 Knowledge of the law and regulations relating to governing bodies and education</div> <div>3 Knowledge of the respective roles and responsibilities of the governing body, headteacher and the LA.</div> <div>4 Knowledge of governor appointment and election procedures</div> <div>5 Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner</div>
<b>Experience/Achievements:</b>		
<div>1 Participation in formal meetings</div>		<div>1 Previous experience of organising meetings, drawing up agendas and producing accurate minutes</div>

	2 Experience of dealing with confidential matters
<b>Qualifications/Professional Memberships:</b>	
1 Educated to GSCE standard or equivalent.	1 At least 3 GCSEs, at grade C or above, or equivalent. 2 ECDL, CLAIT or other ICT based qualification

**Other requirements of the job**

- a) Ability and willingness to attend meetings at times determined by the governing body, including evenings
- b) Ability and willingness to regularly meet with the chair of governors

And, for home based clerks only

- c) Ability to work at home
- d) Ability and willingness to regularly visit the school to deal with administrative tasks (including photocopying, filing, mail etc) and liaise with key school staff