

PERSON SPECIFICATION

CLERK TO LOCAL ACADEMY COUNCIL

| | ESSENTIAL | DESIRABLE |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> • Good standard of general education up to A level, or equivalent | <ul style="list-style-type: none"> • Secretarial qualification • Governance qualification |
| Previous Work | <ul style="list-style-type: none"> • Experience of working as a secretary/administrator | <ul style="list-style-type: none"> • Experience of working in a school setting |
| Professional Skills & Experience | <ul style="list-style-type: none"> • Proven typing skills and an ability to take minutes and transcribe notes • A competent IT user, including Word to an advanced level • Excellent communication and interpersonal skills with the ability to communicate effectively with a wide variety of people • Excellent administrative and organisational skills | <ul style="list-style-type: none"> • Experience of working as a Clerk to Governors • Knowledge and experience of school procedures, organisation and structure |
| Other Personal Qualities | <ul style="list-style-type: none"> • An ability to work from home and to work flexibly • An ability to organise one's time, to prioritise and to meet deadlines • An ability to work under time pressure • Responsible and reliable • Discretion and confidentiality | <ul style="list-style-type: none"> • Up-to-date knowledge of current educational developments • An understanding of legislation and statutory requirements affecting the decision-making processes in a school environment; or the ability to develop this knowledge base quickly. |