

Clerk/PA Person Specification

This person specification lists the competencies expected of an experienced/fully-trained clerk.

	Sections	
1	Skills, knowledge and aptitudes	<p>The clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good listening, oral and literacy skills; • writing agendas and accurate concise minutes; • ICT including keyboarding skills; • organising their time and working to deadlines; • organising meetings; • record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; • using the internet to access relevant information; • developing and maintaining contacts with outside agencies eg departments of the LA and the DfES; • knowledge of governing body procedures; • knowledge of educational legislation, guidance and legal requirements; • knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA and the DfES. • knowledge of Equal Opportunities and Human Rights legislation; • knowledge of Data Protection legislation.
2	Qualifications and training	<p>The clerk should:</p> <ul style="list-style-type: none"> • be able to demonstrate a willingness to attend appropriate training and development; • have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.
3	Experience	<p>Clerks should be able to produce evidence of:</p> <ul style="list-style-type: none"> • relevant personal and professional development; • working in an environment where experiences included taking initiative and self motivation; • working as a member of a team.
4	Personal attributes	<p>The clerk should:</p> <ul style="list-style-type: none"> • be a person of integrity; • be able to maintain confidentiality; • be able to remain impartial; • have a flexible approach to working hours; • be sympathetic to the needs of others; • have an openness to learning and change; • have a positive attitude to personal development and training; • have good interpersonal skills.