

High Firs Primary School

Headteacher

Mr C Turtle BA Hons PGCE NPQH

Deputy Headteacher

Miss C Rennie BA(Ed) Hons



Court Crescent

Swanley

Kent

BR8 8NR

Tel: 01322 669721

Fax: 01322 615997

Person Specification for Clerk to the Governing Body

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Training	<p>Excellent numeracy and literacy skills (Minimum: GCSE Maths and English or equivalent).</p> <p>Evidence of training and/or qualifications which reflect appropriate administration skills i.e. NVQ3 or equivalent.</p> <p>MS Office training or proven experience in role.</p>	Evidence of training and/or qualifications which reflect clerking skills / experience.	<p>Application Form</p> <p>Certificates</p>
Experience and Knowledge	<p>Recent MS Office experience.</p> <p>Experience of dealing with face to face, electronic and telephone queries in a professional manner.</p> <p>Experience of organising meetings – including pre-organisation, meeting attendance & minuting.</p> <p>ICT skills to produce correspondence and reports / minutes as required, with accuracy.</p> <p>Knowledge of the role of the Governing Body in school structure and decision making.</p>	<p>Experience in a school administration environment or clerking environment.</p> <p>Experience of office / administration tasks.</p> <p>Good working knowledge of the education system including at a procedural level.</p> <p>Experience of working with and having empathy for young people.</p> <p>Knowledge to act as point of reference on legal and procedural advice relevant to Governing Body.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Skills and Abilities	Excellent interpersonal and communication skills; the ability to persuade, motivate, negotiate and	Ability to plan and develop new systems and procedures.	Application Form



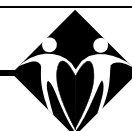
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	<p>influence.</p> <p>Ability to communicate clearly and effectively, both orally and in writing.</p> <p>Demonstrate an excellent standard of spoken and written language.</p> <p>Strong organisational ability and efficient time management with the ability to organise and prioritise workload for self.</p> <p>Ability to work under pressure meet time constraints / deadlines.</p> <p>Excellent ICT skills.</p> <p>Ability to work constructively as a team; have an excellent understanding of school roles & responsibilities and own position within these.</p> <p>Ability to reflect and respond appropriately to feedback.</p> <p>Ability to work on own initiative and maintain confidentiality at all times; respecting the need for discretion and sensitivity.</p> <p>Understanding of, and adherence to, GDPR regulations and other relevant legislation.</p>		<p>Interview</p> <p>References</p>
Other Factors	<p>Commitment to equal opportunities and safeguarding.</p> <p>Be willing to support the aims and ethos of the school.</p> <p>Set a good example in terms of dress, punctuality and attendance; uphold the school's behaviour code.</p> <p>Commitment and willingness to undertake further training.</p> <p><i>Our school is committed to safeguarding and promoting the welfare of all our children. All applicants will be asked to provide two referees and be subject to satisfactory safeguarding checks, including full DBS checks.</i></p>	Be willing to support and participate in wider school life	<p>Application Form</p> <p>Interview</p> <p>References</p>



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