

PERSON SPECIFICATION

JOB TITLE:

Clerk to Governors

Attributes	Essential	Preferred
Education/Qualifications	<p>Educated to GCSE level or equivalent</p> <p>Good standard of literacy and numeracy</p>	NVQ level 2 in relevant subject
Experience	Previous experience of secretarial work, including minute taking	Experience of working in an educational setting
Skills/Knowledge/Aptitude	<p>Word processing skills</p> <p>IT skills</p> <p>Good organisational skills</p> <p>Good communication skills</p> <p>Ability to work collaboratively with others</p>	<p>Shorthand skills</p> <p>Knowledge of law and regulations relevant to Governing Bodies</p>
Motivation	<p>Willingness to be flexible</p> <p>Commitment to equality principles</p>	
Physical		
Other	Ability and willingness to attend evening meetings	