

Person Specification Clerk to the Governors



Attributes	Essential/ Desirable	Method of Assessment
Qualifications/Training		
Grade C/4 in English and Maths GCSE	Essential	Application form
NVQ Level 3 Literacy and Numeracy	Essential	Application form
Clerk to Governors training	Desirable	Application form
Knowledge of Worcestershire County Council Local Authority	Desirable	Application form
Experience		
Experience of Microsoft packages, e.g. Word, Excel and Forms	Essential	Application form Interview
Experience of school clerking, including preparation of agendas, taking minutes (including using A.I.) and advising members committees on relevant legislation and procedures	Desirable	Application form Interview References
Experience of working in a school or educational environment	Desirable	Application form Interview References
Skills and Abilities		
Good interpersonal skills, including listening, oral and writing skills	Essential	Application form Interview
Ability to manage own time efficiently and prioritise workloads	Essential	Application form Interview
Ability to work as part of a team and on own initiative, in a confidential manner	Essential	Application form Interview
Ability to keep to deadlines	Essential	Application form Interview
Ability to keep appropriate records	Essential	Application form Interview
A commitment to Equal Opportunities legislation	Essential	Interview
Awareness of Child Protection/Safeguarding requirements or willingness to undertake training	Essential	Interview
Awareness of GDPR/Freedom of Information requirements	Desirable	Interview
Qualities		
Suitability to work with children	Essential	DBS check Interview
Reliable	Essential	Interview References
A good sense of humour	Essential	Interview References
Willingness to learn new skills and undertake training	Essential	Application Form Interview References
Flexible attitude towards work routines	Essential	Interview
Confidential member of the school team	Essential	Interview References
Committed to Hagley Primary School's ethos	Essential	Interview References
Eligibility to live and work in the United Kingdom	Essential	Required document showing Right to Work in the UK or document for Asylum and Immigration Act.
<p>Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The successful applicant will be required to undertake an enhanced DBS check.</p>		