

## Person Specification Clerk to the Governors



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