**Person Specification - Clerk to Governors**

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| **Attributes** | **Criteria** | **Method of assessment** |
| Mission/ethos | Fully supportive of the school's Catholic mission and ethos. | Interview  References |
| Experience | General clerical and administrative experience | Application form  Interview  References |
| Qualifications & Training | 5 GCSE's with a minimum grade C or above in English and mathematics or equivalent qualifications or relevant experience. | Application form  Certificates  Interview |
| Aptitudes & Abilities | Computer literate  Good keyboard skills  High level of accuracy and attention to detail  Ability to assimilate information  Ability to handle confidential information with discretion  Good communication and organisational skills  Ability to work unsupervised using own initiative  Flexibility/ability to attend Governing Body meetings (daytime and evening) | Application form  Interview  References |
| Knowledge | Knowledge of Microsoft Office suite  Ability to understand and anticipate the Governing Body's requirements or ability to learn this  Knowledge of how a Governing Body operates | Application form  Interview  References |
| Attitude & Motivation | Self motivated  Team player  Good interpersonal skills | Application form  Interview  References |
| Other factors | Willingness to undertake a variety of administrative tasks with accuracy.  A willingness to attend training and development opportunities  Commitment to Equal Opportunities  Enhanced DBS check | Application form  Interview  References  DBS process |