**Person Specification - Clerk to Governors**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Criteria** | **Method of assessment** |
| Mission/ethos | Fully supportive of the school's Catholic mission and ethos. | InterviewReferences  |
| Experience | General clerical and administrative experience | Application formInterviewReferences |
| Qualifications & Training | 5 GCSE's with a minimum grade C or above in English and mathematics or equivalent qualifications or relevant experience. | Application formCertificatesInterview |
| Aptitudes & Abilities | Computer literate Good keyboard skillsHigh level of accuracy and attention to detailAbility to assimilate informationAbility to handle confidential information with discretionGood communication and organisational skillsAbility to work unsupervised using own initiativeFlexibility/ability to attend Governing Body meetings (daytime and evening) | Application formInterviewReferences |
| Knowledge | Knowledge of Microsoft Office suiteAbility to understand and anticipate the Governing Body's requirements or ability to learn thisKnowledge of how a Governing Body operates | Application formInterviewReferences |
| Attitude & Motivation | Self motivatedTeam playerGood interpersonal skills | Application formInterviewReferences |
| Other factors | Willingness to undertake a variety of administrative tasks with accuracy.A willingness to attend training and development opportunitiesCommitment to Equal OpportunitiesEnhanced DBS check | Application formInterviewReferencesDBS process |