Job Title – Clerk to Local Governing Body

Key Criteria	Essential	Desirable
Qualifications and Training	Business, secretarial, word-processing qualification, NVQ 2/3 or equivalent qualification or experience. Qualification in computer literacy, e.g. Microsoft Office GCSE or equivalent level in English	Recognised accreditation / qualification as Clerk to the Governing Body.
Competence Summary (knowledge, abilities, skills, experience)	Office and administrative work within an educational setting Excellent attention to detail and good organisational and communication skills Experience of producing documentation for meetings Minute taking and working with committees showing excellent, accurate and concise writing skills Good IT skills including office software, such as Microsoft Word and Excel Ability to speak with confidence and accuracy, and to use tact, diplomacy, sensitivity and confidentiality as appropriate Ability to understand and advise on statutory requirements and frameworks Able to work constructively as part of a team and work on own initiative. Able to advise the Trust and its committees on matters of governance, process and procedures Able to work to competing deadlines	Previous experience of working as a Clerk within a school or Trust Good knowledge of relevant policies/codes of practice and an awareness of relevant legislation
Personal Qualities	Ability to build positive working relationships with colleagues Ability to work well within a team or independently A drive to develop own personal learning A 'can-do' attitude Caring about the wellbeing of all colleagues and students	
Work related personal requirements	Committed to equality of opportunity. Able to attend after-school meetings. Ability to maintain strict confidentiality of information received and processed as part of the job role.	
Other work requirements	Ability to work flexibly Participate in training and development activities Suitability to work with children A satisfactory Enhanced DBS check	