

## PERSON SPECIFICATION

**JOB TITLE:** Clerk to Management Committee

**DEPARTMENT:** Education

**GRADE:** 6

**PREPARED BY:** Lorraine Bower

**POST NO:**

**DATE:** July 2019

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION =</b> <b>TEST = T</b> <b>INTERVIEW = I</b>	
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W =</b>	
<b>E</b>	Experienced in organising meetings, writing agendas and compiling accurate and concise minutes.		<b>A/I</b>
<b>E</b>	Experience in working environment that requires taking the initiative and self- motivation.		<b>A/I</b>
<b>E</b>	Experience of record keeping, information retrieval and dissemination of documentation / data to others.		
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =</b>	
<b>E</b>	Knowledge of Management Committee procedures.		<b>A/I</b>
<b>E</b>	Knowledge of educational legislation, guidance and legal requirements.		<b>A/I</b>
<b>E</b>	Knowledge of roles and responsibilities of Management Committee members, Headteacher, LA and DfE.		<b>A/I</b>
<b>D</b>	Knowledge of Equal Opportunities, Human Rights, Data Protection and Freedom of Information legislation.		<b>A/I</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =</b>	
<b>E</b>	Excellent communication skills and ability to offer advice at appropriate times.		<b>A/I</b>
<b>E</b>	Excellent listening, oral and literacy skills.		<b>A/I</b>
<b>E</b>	Excellent ICT, keyboard and use of internet skills.		<b>A/I</b>
<b>E</b>	Able to organise time and work to deadlines.		<b>A/I</b>
<b>D</b>	Able to develop and maintain contacts with outside agencies e.g. LA, DfE.		<b>A/I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W =</b>	
<b>E</b>	4 GCSEs including English Grade C or above.		<b>A/I</b>
<b>D</b>	NVQ Level 3 relevant qualification.		<b>A/I</b>
<b>E</b>	Able to demonstrate willingness to attend appropriate training and development.		<b>A/I</b>
<b>E</b>	Have already attended or make a commitment to attend the National Training Programme for Clerks to Management Committee.		<b>A/I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =</b>	
<b>E</b>	High level of integrity, impartial, able to maintain confidentiality.		<b>A/I</b>
<b>E</b>	Sympathetic to the needs of others / good interpersonal skills.		<b>A/I</b>
<b>E</b>	Flexible approach to working hours / open to learning and change.		<b>A/I</b>
<b>E</b>	Positive attitude to personal development and training.		<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W =</b>	<b>A/I</b>
<b>E</b>	Able to work at times convenient to the Management Committee, including evening meetings.		
<b>E</b>	Able to travel to meetings.		



<b>E</b>	Able to be contacted at mutually agreed times.	
	<b>CONTRA INDICATIONS, if any</b>	<b>W =</b>
	None	<b>A/I</b>