Aylestone, Broadlands and Withington Federated Partnership

Clerk to Governing Body

Person Specification

	Method of Assessment
Qualifications & Training	
1. Relevant administrative and/or clerking qualification 2. Able to demonstrate a willingness to attend appropriate training and development	Application/Interview Application
Knowledge and Experience	
1. Experience of working in an educational environment 2. Understanding of governance and associated legislation 3. Ability and understanding of when to challenge	Application Application/Interview Interview
Skills and Abilities	
1. Excellent organisation and administrative skills 2. Writing agendas and accurate concise minutes 3. Record keeping, information retrieval and dissemination 4. Proven ability to maintain impartiality and confidentiality 5. Outstanding interpersonal skills with effective listening, written, verbal and ICT communication skills 6. Collaborative team work, encouraging openness and dialogue	Application/interview Application Application Interview Interview/Selection Interview
Personal Qualities	
1. Commitment to high professional standards and conduct 2. A commitment to promoting equality 3. Enthusiasm for the positive education of children . 4. Ability to travel between school sites. 5. Integrity 6. Responsive and flexible approach to working hours working at times convenient to the governing body 7. Positive attitude to personal development	Interview Interview Interview Interview Interview Interview Interview Interview