

Clerk - Person Specification
Band 4 (Point TBC, depending on experience)

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Be numerate and accurate • Excellent communication skills, both verbal and written • 5 GCSEs • English and Maths to GCSE/standard grade or beyond 	<ul style="list-style-type: none"> • Recognised Clerk qualification
Experience	<ul style="list-style-type: none"> • Detailed knowledge of Trust policies and procedures • Knowledge and experience of Local Governing Body and Trust Board level procedures • Knowledge of educational legislation, guidance, and legal requirements • Knowledge of the respective roles and responsibilities of the Governing Body, Executive Headteacher, Local Authority, Trust Board and CEO 	<ul style="list-style-type: none"> • Experience of working within a school environment at MAT level.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to complete forms • Excellent written and oral communication skills • Good ability to liaise with management team • Excellent organisation skills • Ability to write agendas and accurate concise minutes • Excellent skills in record keep, information retrieval and dissemination of data and documentation to the relevant board 	
Professional Values	<ul style="list-style-type: none"> • Promote the Trust's aims positively • Establish and develop appropriate relationships with all colleagues in the Trust and those partners in the local community with whom the Trust works and may work in the future • Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. CEO/Executive Headteacher, SLT, Trustees, Local Governors etc. 	

	<ul style="list-style-type: none"> • Promote a positive working environment • Be able to prioritise workloads; have excellent time management and organisational skills • Be able to work under pressure and meet tight deadlines • Be prepared to learn and develop within the role • Produce accurate work with attention to detail • Be able to use own initiative and work independently 	
Personal Characteristics	<ul style="list-style-type: none"> • Punctual • Approachable and empathetic • Organised and resourceful • Self motivated • Committed • Professional • Smart appearance • Positive and can-do nature • Proactive • Flexible 	
	<ul style="list-style-type: none"> • Have or be willing to undergo an Enhanced DBS disclosure check • Be willing to undergo a pre-employment health check • Be willing to undertake training commensurate with the post 	

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the above criteria.

The Trustees and Local Governing Body are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.