



## Person specification for Clerk to the Board of Trustees

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>The successful candidate will demonstrate a willingness to attend relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>The successful candidate has previous training from the National Governance association or a similar body</li> </ul>
<b>Experience</b>	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none"> <li>Record keeping</li> <li>Information retrieval</li> <li>Dissemination of governing board data and documentation</li> </ul>	<p>In addition, the successful candidate may have experience in the following areas:</p> <ul style="list-style-type: none"> <li>Writing agendas, along with accurate and concise minutes</li> <li>Organising meetings</li> <li>Using the internet to access relevant information</li> <li>Developing and maintaining contacts with outside agencies</li> <li>Working in an environment where they have experience of taking initiative</li> <li>Working as part of a team</li> </ul>
<b>Skills and knowledge</b>	<p>The successful candidate will have the ability to demonstrate the following:</p> <ul style="list-style-type: none"> <li>Good listening, oral and literacy skills</li> <li>Excellent ICT skills, including the use of Sharepoint</li> <li>The ability to organise time effectively</li> <li>Working to deadlines</li> </ul>	<p>In addition, the successful candidate may have knowledge of the following:</p> <ul style="list-style-type: none"> <li>Governing board procedures</li> <li>Educational legislation</li> <li>The respective roles and responsibilities of the governing board</li> <li>Equal opportunities and human rights legislation</li> <li>Data protection legislation</li> </ul>



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<b>Special requirements</b>	<p>The successful candidate will meet the following requirements:</p> <ul style="list-style-type: none"><li>• The ability to work at times convenient to the board, including evenings</li><li>• The ability to travel to meetings</li><li>• Being available to be contacted at mutually agreed times</li></ul>	
<b>Personal attributes</b>	<p>The successful candidate will demonstrate the following attributes:</p> <ul style="list-style-type: none"><li>• Personal integrity</li><li>• The ability to maintain confidentiality</li><li>• The ability to remain impartial</li><li>• A flexible approach to working hours</li><li>• An openness to learning</li><li>• Good interpersonal skills</li><li>• A positive attitude to personal development and training</li></ul>	