

	Essential	Desirable
Qualifications		
Evidence of good numeracy/literacy skills ie Level 2 Adult Numeracy and Literacy or GCSE A-C in both English Language and Maths or CSE Grade 1 in both English Language and Maths	X	
A good level of computer skills. Familiarity with Microsoft applications, including: word, excel, Outlook and have internet skills.	X	
Experience		
General clerical/administrative work experience.	X	
Excellent ICT skills, experienced user of Microsoft Word.	X	
Experience of working to strict deadlines.	X	
Experience of working in accordance with specified work schedules.	X	
Practical experience of dealing with people at all levels.	X	
Experience of working as Clerk, including minute taking to ensure a high level of grammatical and content accuracy and organisation of agendas and supporting papers.		X
Experience in writing and proof-reading text to high levels of grammatical accuracy and demonstrating meticulous attention to detail.		X
Knowledge of the DFE Governance Handbook, Competency Framework for Governors and Clerking Competency Framework		X
User of cloud storage systems (eg GVO)		X
Skills and Knowledge		
Excellent organisational skills and ability to prioritise workload.	X	
Friendly, helpful and approachable	X	
Excellent verbal and written communication skills.	X	
Be very organised, self-motivated and flexible.	X	
Able to take the initiative.	X	
Able to prioritise work effectively and work methodically.	X	
Ability to work under pressure.	X	
Confidentiality and sensitivity.	X	
Dedicated to safeguarding and promoting the welfare of children.	X	
Attributes		
Commitment and ability to undertake professional development.	X	
Commitment to work in our school	X	
A good understanding of how a school works.		X
A good understanding of school governance.		X
Special requirements		
Be able to work at times convenient to the Governing Board, including evening meetings	X	
Be able to travel to meetings	X	
Be available to be contacted at mutually agreed times	X	