

PERSON SPECIFICATION

JOB TITLE: Clerk to Management Committee

DEPARTMENT: Education

GRADE: 6

PREPARED BY: Lorraine Bower

POST NO:

DATE: July 2023

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



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