



**PERSON SPECIFICATION
CLERK TO THE LOCAL SCHOOL BOARD
GRADE 4**

Measurement: P = Pre-Application, A = Application, T = Test, I = Interview, D = Documentary Evidence

	Essential Attribute	Desirable attribute	P	A	T	I	D
Education and Qualifications	<ul style="list-style-type: none"> Minimum of 3 GCSE's at grades 'C' and above including English 	<ul style="list-style-type: none"> CLAIT or relevant qualification NVQ2 in relevant business/ administration qualification 		✓ ✓			✓ ✓
Experience	<ul style="list-style-type: none"> At least 1 year's experience of working in a similar role 		✓				
Special Knowledge	<ul style="list-style-type: none"> Computer literate with proven ability to use Microsoft Word, Excel, Outlook and PowerPoint with good keyboard skills Be able to use reprographics equipment Knowledge of School Government Regulations 			✓ ✓ ✓	✓		✓
Practical and Intellectual Skills	<ul style="list-style-type: none"> Good communication skills, both verbal and written Professional and polite telephone manner/face-to-face with visitors Ability to prepare reports/records/ 	<ul style="list-style-type: none"> Ability to contribute confidently in team meetings Be able to demonstrate some decision making abilities 	✓	✓ ✓ ✓		✓ ✓	

	<ul style="list-style-type: none"> data as required • Ability to create spreadsheets • Ability to work collaboratively with colleagues from outside agencies e.g. social care, health care • Have good organisational skills and the ability to manage time effectively • Be willing to work within organisational procedures and processes, and to meet the required standards for the role • Ability to take minutes and effective distribution 			✓	✓		
				✓	✓		
				✓			
				✓			
Attitudes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative • Ability to act in a professional manner when dealing with the school's stakeholders • Be hard working, reliable, trustworthy and enthusiastic • Good timekeeping • Good sense of humour • Act as a role model to our young people • Be resilient and demonstrates ability to work well under pressure • Able to follow instructions • Able to maintain an exceptionally high level of confidentiality at all times 	<ul style="list-style-type: none"> • Demonstrate innovation and initiative within the workplace 		✓		✓	
				✓			
				✓			
				✓		✓	
				✓		✓	
				✓			
				✓			
				✓			
				✓			
Other requirements	<ul style="list-style-type: none"> • Be willing to attend meetings as and when required • Hold a driving licence 			✓		✓	
				✓			✓

	<ul style="list-style-type: none"> • Be able to work flexibly within our team 			✓			
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This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check.