

**PA to Headteacher and Clerk to Governors PERSON SPECIFICATION**

<b>Competency</b>	<b>Essential</b>	<b>Assessed</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Attainments / Qualifications</b>	Good General Education, including English Language and Maths at GCSE (grade C and above) or equivalent.	A	Educated in English to A-level standard or equivalent.  National Training Programme for Clerks or its equivalent	A  A
<b>Skills and Understanding</b>	<p>Excellent listening, oral and literacy skills.</p> <p>Excellent IT skills, including use of keyboard, Microsoft office, Word, Outlook and the internet.</p> <p>Ability to organise own time and meet deadlines.</p> <p>Ability to organise meetings and coordinate others.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to prioritise workload and work efficiently.</p> <p>Ability to digest and disseminate information relating to governance.</p> <p>Excellent interpersonal skills</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p>		

<p><b>Prior Experience</b></p>	<p>Experience of working in an environment where experiences include taking initiative and self-motivation.</p> <p>Experience of working as a member of a team.</p>	<p>A</p> <p>A</p>	<p>Experience of working in a Higher Education and/or School environment.</p> <p>Experience working as a Clerk to Governors of a school</p>	<p>A</p> <p>A</p>
<p><b>Behavioural Characteristics</b></p>	<p>Commitment to working with integrity, openness and honesty.</p> <p>Ability to remain impartial</p> <p>Have a flexible approach to working hours</p> <p>Be sympathetic to the needs of others</p> <p>Commitment to safeguarding and promoting the welfare of children.</p> <p>Commitment to equal opportunities.</p> <p>Have an openness to learning and change and a willingness to undertake further training and development</p> <p>Commitment to School's vision and mission</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p>		
<p><b>Special Requirements</b></p>	<p>Be able to work at times convenient to the governing body, including evening meetings</p> <p>Be able to be contacted at mutually agreed times</p>	<p>I</p> <p>I</p>		

**Assessment Key:**

A – Application Form

I - Interview