



WYKE REGIS PRIMARY FEDERATION

PERSON SPECIFICATION - CLERK TO GOVERNORS

	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Administrative/Office experience 	<ul style="list-style-type: none"> • Previous experience of taking minutes • Experience of working in a school environment
Education and Training	<ul style="list-style-type: none"> • Qualified to GCSE level Grade C (or equivalent) in English and Maths • Willingness to further own professional development 	<ul style="list-style-type: none"> • Additional qualifications or training – not necessarily in a school setting
General and Specialist Knowledge	<ul style="list-style-type: none"> • Highly competent in the use of ICT, particularly MS Word, Excel and e-communication • Able to maintain confidentiality and discretion at all times • Excellent communication skills, written and oral • Excellent administrative and organisational skills • Able to prioritise workload and deliver work to agreed standards and deadlines 	<ul style="list-style-type: none"> • Some relevant job experience in an admin role
Personal Qualities	<ul style="list-style-type: none"> • Ability to work to deadlines • Accurate with good attention to detail • Self-motivated, enthusiastic, flexible and reliable • Friendly, helpful, calm and organised • Excellent interpersonal skills • Team player 	