ST ANTHONY'S CATHOLIC PRIMARY SCHOOL VISION STATEMENT

'Children in our heart, Christ at the centre.
We love, we learn and we live.'

CLERK PERSON SPECIFICATION

POST: Clerk to the Governors **SCHOOL: St Anthony's Catholic Primary School**

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	➢ Able to demonstrate a willingness to attend appropriate training and development ➢ Good keyboard skills	➢ Have already attended or made a commitment to attend the relevant Training programme for Clerks or its equivalent	➢ Application Form ➢ Documentary evidence
KNOWLEDGE AND UNDERSTANDING	➢ Relevant personal and professional development ➢ Experience of organising meetings, record keeping and information dissemination ➢ Experience of writing agendas and accurate concise minutes	➢ Experience of working with the Local Authority, Diocese and/or the DfE ➢ Knowledge of Governing Body procedures (training will be given) ➢ Knowledge of data protection legislation (training will be given) ➢ Knowledge of educational legislation, guidance and legal requirements (training will be given)	➢ Application Form ➢ Interview ➢ References
COMMUNICATION	➢ The ability to communicate effectively in a verbal and written form		➢ Application form ➢ Interview
SKILLS AND APTITUDES	➢ An attention to detail ➢ Ability to adapt to change at short notice ➢ Ability to work co-operatively and flexibly within a team ➢ Ability to be creative in a problem-solving context ➢ An understanding and importance of confidentiality		➢ Application form ➢ References ➢ Interview ➢ Specific qualifications or experience
DISPOSITION	➢ A person of integrity ➢ Able to maintain confidentiality ➢ Able to remain impartial ➢ Have a flexible approach to working hours ➢ Be sympathetic to the needs of others ➢ Have good interpersonal skills	➢ Have an openness to learning and change ➢ Have a positive attitude to personal development and training	➢ Application form ➢ References ➢ Interview
PERSONAL QUALITIES	➢ Is reliable, flexible and able to prioritise workloads ➢ Able to work independently and use own initiative ➢ Is sympathetic to the school's Catholic nature and ethos ➢ When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence		➢ Application form ➢ References ➢ Interview
SPECIAL REQUIREMENTS	➢ Be able to work at times convenient to the Governing Body, including evening meetings ➢ Be able to travel to meetings ➢ Be available to be contacted at mutually agreed times		➢ Documentary evidence