



Personal Specification

Job Title: Clerk to Governors

Attributes	Essential	Preferred
Education/Qualifications	Minimum of 2 GCSE's (or equivalent) to include English and Maths	
Experience	General clerical/administration experience	Previous experience of Clerk to governor and school experience
Skills/Knowledge/Aptitude	<p>Experience of writing agendas and taking concise, accurate minutes</p> <p>Able to maintain clear and concise records both paper based and electronic.</p> <p>A proven ability to prioritise own workload and work under own initiative</p> <p>Strong organisational and time management skills</p> <p>Excellent written and oral communication skills</p> <p>Effective team skills and ability to work with Governors, Chair of Governors, Governor Services, Headteacher, members of school staff and outside agencies as necessary</p> <p>Ability to provide clear advice</p> <p>Experience organising meetings</p>	<p>Excellent IT skills including use of Microsoft Office and the internet to access and upload information as required.</p> <p>Up-to-date knowledge of educational legislation.</p> <p>Experience of developing and maintaining contact with outside organisations and authorities.</p>
Motivation	Positive attitude to own personal development including attendance at relevant training.	



	<p>Person of integrity who can maintain confidentiality and remain impartial.</p> <p>Flexible working hours (to include some evenings and home working.)</p> <p>Willing to travel to meetings and training events as required.</p>	
Other	Willingness to undergo further training as required	

Queens Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the criminal records bureau.