

# BARKISLAND C E (VA) PRIMARY SCHOOL

## PERSONNEL SPECIFICATION

### Clerk to Governing Body



Barkisland CE (VA) Primary School  
WE BELIEVE, WE NURTURE, WE SUCCEED!

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>English and Maths (GCSE or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications relevant to the post e.g clerking /admin qualifications</li> <li>Understanding of School systems and/or School Governance</li> </ul>	Application  Interview  References
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of using Microsoft Office software</li> <li>Experience of working within a team</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of clerking/admin duties</li> <li>Experience of arranging agendas and taking minutes of meetings</li> </ul>	
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Effective communicator, both written and verbal</li> <li>Ability to prioritise and work to set deadlines</li> <li>Strong organisational skills</li> <li>Ability to keep accurate and up to date records.</li> </ul>		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>High levels of integrity, impartiality and confidentiality</li> <li>Commitment to professional development</li> <li>Self motivated and ability to work on own initiative</li> <li>Excellent interpersonal skills</li> </ul>		