



# Person Specification

make the right move - join us



St. Helens Council

Job Title: Governing Body Clerk

Ref No:SCL64

<b>Knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
School governance and education procedures	D	Application/Interview
<b>Skills and Abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Excellent organisational skills	E	Application/Interview
Able to prioritise workload and multi task	E	Application/Interview
Excellent communication skills – oral and written	E	Application/Interview
Ability to engage with a range of professionals	E	Application/Interview
Ability to minute meetings	D	Application/Interview
<b>Experience</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Office administration	D	Application
Record keeping systems	D	Application/Interview
Arranging and servicing meetings	D	Application/Interview
<b>Qualifications</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
A recognised Business Administration Qualification	D	Application
European Computer Driving Licence (ECDL)	D	Application
<b>Other Circumstances</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	Interview
Prepared to work flexibly and responsively to meet deadlines	E	Application/Interview