



Person Specification

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St. Helens Council

Job Title: Part Time Governing Body Clerk

Ref No: EEP16

Knowledge	E = Essential D = Desirable	Identified by
An understanding of the role of Governors and the Governing Body in the Education System.	E	AF/I
A good understanding of current educational or management issues within schools and Local Authorities.	E	AF/I
Knowledge of legislation and regulations relating to school governance.	E	AF/I
Knowledge of Word 6, and an ability to input and retrieve data.	D	IE
Skills and Abilities	E = Essential D = Desirable	Identified by
Excellent written and verbal skills which demonstrate and an ability to communicate and present information effectively.	E	AF/IE
Ability to work with people from a wide range of socio-economic and educational backgrounds.	E	AF/I
Ability to work on own initiative, to be able to demonstrate planning and organisational skills so as to ensure service delivery is maintained.	E	AF/I
Competence in word processing.	E	I/IE
Ability to organise and maintain accurate records.	E	AF/I
Ability to listen to and accurately record the proceedings of meetings.	E	AF/I
Experience	E = Essential D = Desirable	Identified by
A proven ability to assimilate and interpret information from a wide range of sources.	E	AF/I
Commitment to customer care and delivering services in line with the needs of service users and the Council's customer care policies	E	AF/I
Experience of working within an Education context.	E	AF
Qualifications	E = Essential D = Desirable	Identified by
12 months previous experience of administrative work.	E	AF
BTec/RSA or similar qualification (equivalent to NVQ Level 3).	D	AF



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Other Circumstances	E = Essential D = Desirable	Identified by
The postholder will be one of the points of liaison between the Governing Body/ Headteacher/Department and should be pleasant, friendly, patient, polite and professionally dressed.	E	I
Aware of the need to maintain confidentiality when necessary.	E	AF/I
Ability to remain calm in conflict situations and to work accurately when under pressure.	E	I/IE
Ability to respond to the changing work patterns which the post requires.	E	AF/I
Ability to motivate Governors in undertaking their roles and responsibilities.	E	I
Current, valid driving licence.	D	E
Have awareness of the work undertaken by other sections in the Children and Young People's Services and other Council Departments.	E	AF/I

Key

Interview = I
 Application Form = AF
 Presentation = P
 Report = R
 In-tray Exercise = IE