



St. Julie's Catholic High School

PERSON SPECIFICATION – CLERK TO GOVERNING BODY

'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'

	SKILLS	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience as a school governing body Clerk and/or experience of school governance or school administration • Experience of taking minutes and presenting records of expressed opinions and decisions taken • Experience of working in a customer focused service • Experience of staff recruitment process 	✓	✓ ✓ ✓
Knowledge	<ul style="list-style-type: none"> • Be committed to good school governance and have an understanding of the role of governing bodies • Understand the importance of confidentiality of data • Confident use of Microsoft Office applications 	✓ ✓ ✓	
Skills	<ul style="list-style-type: none"> • Excellent communication and organisational skills and able to develop successful and professional working relationships with governors, school staff and • Possess good time management skills and able to work both independently and as part of a team to meet deadlines • To be flexible with working time in order to accommodate governors meetings schedule 	✓ ✓ ✓	
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSEs at Grade C or above, including English and Maths, or equivalent or relevant experience • Recognised Shorthand qualification • Recognised ICT qualifications eg. ECDL and or RSA II/III in Microsoft package to include Word, Excel and Outlook, etc 	✓	✓ ✓
Other Attributes	<ul style="list-style-type: none"> • A personal manner in keeping with the school ethos towards parents/carers, children, the community, and wider community 	✓	
Safeguarding	<ul style="list-style-type: none"> • Able to maintain a professional, yet caring and compassionate approach to dealing with students • Suitable to work with children. An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant 	✓ ✓	

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies