

Person Specification – Executive Clerk to Somerset Road Education Trust

No	Competencies	Skills & Abilities
1	Skills, Knowledge & aptitude	<ul style="list-style-type: none"> • Good listening, oral and literacy skills. • Able to write agendas and record accurate and concise minutes. • Have excellent ICT (including keyboard) skills. • Able to organize own time and work to deadlines. • Able to organize and co-ordinate meetings at Trustee & governor level. • Able to keep records, retrieve and disseminate information. • Able to be proficient in the use of the internet. • Able to learn and understand relevant legislation, guidance and procedures with regard to Multi Academy Trusts and schools within the Trust. • Commitment to equal opportunities.
2	Qualifications and training	<ul style="list-style-type: none"> • Willing to attend appropriate training and development. • Willingness to make a commitment and undertake the National Training Program for Clerks (must be clerking for at least 1 year before undertaking).
3	Experience	<ul style="list-style-type: none"> • Working in an environment where experiences include taking initiative and self-motivation. • Working as a member of a team. • Working within the Academy landscape. • A prior working knowledge of how Boards and Committees function within a scheme of delegation.
4	Personal attributes	<ul style="list-style-type: none"> • Be a person of integrity. • Be able to maintain confidentiality. • Able to remain impartial. • Have a flexible approach to working hours. • Willing to learn. • Able to adapt to change. • Have good interpersonal skills. • Be accommodating and work well within a team.
5	Special requirements	<ul style="list-style-type: none"> • Able to work at times convenient to the Trustee/governing body, including day time and evening meetings. • Be able to travel to meetings if appropriate. • Be available to be contacted at mutually agree times.