**Bristol City Council** **Employee Specification**

*School (Insert)*

***Job: Clerk to governors (****BRISTOL GRADE****: 8*** *)*

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| ESSENTIAL (Must have**)** | DESIRABLE (Should have**)** |
| **1. Knowledge & Experience**  a) Minimum 2 years experience of working in an administrative capacity at NVQ Level 2 or equivalent.  b) Experience of maintaining and manipulating computerised and/or hard copy data/information**.**  c) Knowledge of word processing and spreadsheet packages.  d) Knowledge of Governing Body Procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes.  **2) Abilities & Aptitudes**  a) Ability to organise complex material and appointments.  b) Ability to understand and assimilate new information (eg legislation, policy etc) and translate this into procedural advice.  c) Ability to use spoken and written communication skills to explain technical matters to contacts.  d) Ability and willingness to work individually using own initiative.  e) Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner.  f) Ability to take accurate minutes of meetings. | **3) Knowledge & Experience**  a) Experience of working in a school environment  b) Knowledge of educational legislation, guidance and legal requirements.  c) Knowledge of the respective roles and responsibility of the Governing Body, Headteacher, LA, Church Authority and the DfE.  **4) Abilities & Aptitudes**  a) Demonstrate a willingness to attend appropriate training and development such as clerks networking and training sessions. |
| SPECIAL CONDITIONS  Available to attend evening meetings | |