

## Your Clerk

### PERSON SPECIFICATION, QUALIFICATIONS & EXPERIENCE

**JOB TITLE:** Your Clerk Governance Professional (Clerk to Governors & Trustees)  
**LOCATION:** Work from Home (virtual service provision)  
**RATE OF PAY:** £95-£125 per completed assignment/£16-£20 per hour for non-assignment duties  
**HOURS PER WEEK:** 16-20 (school term-time only)

| ATTRIBUTES & CRITERIA   | ESSENTIAL/<br>DESIRABLE                  | METHOD OF<br>ASSESSMENT |
|---|--|-------------------------|
| <b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>minute-taking at meetings, including in a virtual environment</li> <li>working under pressure and to deadline</li> <li>working in an office and or/a school</li> <li>working from home</li> <li>interest in law</li> <li>interest in education</li> </ul>  | E<br>E<br>E<br>E<br>D<br>D               |                         |
| <b>QUALIFICATIONS &amp; TRAINING</b> <ul style="list-style-type: none"> <li>Disclosure &amp; Barring Service (DBS) clearance</li> <li>GCSE English (grade C or above) or equivalent</li> <li>clean UK Driving License</li> </ul>  | E<br>E<br>D                              |                         |
| <b>APTITUDES &amp; ABILITIES</b> <ul style="list-style-type: none"> <li>able to work flexible hours; often outside of normal office working times (three shift patterns available)</li> <li>able to work under own initiative, without supervision</li> <li>able to handle confidential information with discretion</li> <li>high level of accuracy and attention to detail</li> <li>able to communicate clearly in writing, and verbally</li> <li>able to meet deadlines in a calm and professional manner</li> <li>good interpersonal skills</li> <li>excellent customer service skills</li> <li>good health</li> </ul> | E<br><br>E<br>E<br>E<br>E<br>E<br>E<br>D |                         |
| <b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>Microsoft Office, including Word and Outlook</li> </ul>   | E  |                         |
| <b>ATTITUDE &amp; MOTIVATION</b> <ul style="list-style-type: none"> <li>Reliable, punctual and trustworthy</li> <li>self-motivated, with a positive and professional attitude</li> <li>methodical approach with attention to detail</li> <li>strong commitment to delivering high quality services, equality and diversity</li> <li>willingness to undertake training and development</li> <li>friendly and approachable with strong commitment to customer care, ensuring high levels of client satisfaction</li> </ul>  | E<br>E<br><br>E<br>E<br><br>D<br>E       |                         |
| <b>OTHER FACTORS</b><br>This post requires: <ul style="list-style-type: none"> <li>occasional lone working</li> <li>frequent unsupervised home-working</li> <li>understanding that annual leave may not be authorised during school term time (dependent on meeting schedule)</li> <li>Clean UK Driving License and own transportation</li> </ul>   | E<br>E<br>E<br>E                         |                         |