

Corvus Learning Trust

Person Specification

Job Title: Clerk to Board of Trustees



Key Criteria	Essential	Desirable
<p>Qualifications and Training</p>	<p>Business, secretarial, word processing qualification. NVQ 2/3 or equivalent qualification or experience.</p> <p>Good keyboard skills.</p> <p>Good literacy and numeracy.</p> <p>Computer literacy (Competent MS Office user, including word-processing, spreadsheets and e-mail)</p>	<p>Previous experience of working as a Clerk within a school or Trust</p>
<p>Competence Summary (knowledge, abilities, skills, experience)</p>	<p>Good experience of office and administrative/financial practice.</p> <p>Experience of minute taking and working with committees.</p> <p>Experience of maintenance of record systems.</p> <p>Good communication skills both verbally and in writing with the Trust, schools and staff.</p> <p>Good understanding of and ability to use relevant technology, equipment and ICT packages, e.g. computer, photocopier etc.</p> <p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation, including Education (School Government) Regulations 1999.</p> <p>Able to produce correspondence.</p> <p>Able to work constructively as part of a team and work on own initiative.</p> <p>Able to advise the Trust and its committees on matters of process and procedure.</p> <p>Able to plan, organise, prioritise and work to competing deadlines.</p>	<p>Experience of working in a learning environment.</p>

Work related personal requirements	Committed to equality of opportunity Able to attend after-school meetings.	
Other work requirements	Suitable to work with children. Participate in training and development activities	