



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

Person Specification for Clerk to the Trustees

Job related Experience

- Knowledge gained through time employed in a similar role
- Experience of working in and contributing to effective team
- Experience of operating efficient and effective administration systems
- Some working knowledge of relevant policies/Codes of Practice and awareness of relevant legislation
- A high standard of minuting discussions effectively and accurately including those of a sensitive subject matter
- Well organised, with the ability to meet statutory deadlines in good time
- Good time management skills
- Good standard of verbal and written communication.
- Confidence to input into Trustee meetings when it is procedurally appropriate to do so.
- A high level of personal responsibility and confidentiality
- A good record keeper
- An effective team player
- Previous experience of acting as a clerk to a Trustee/LGB
- Knowledge or previous experience of education legislation, guidance and legal requirements
- Thorough knowledge of working with ICT tools such as Word and Excel
- Understanding of and motivated by an environment where there are ever-changing responsibilities
- Thorough understanding of working with confidential information
- An understanding and commitment to Equality and Diversity, Safeguarding and Health and Safety
- Able to communicate with a range of people in differing situations

Work related / Vocational Experience

- Experience of business administration and a thorough understanding of how an office works
- Good organisational skills, to be able to prioritise work and meet deadlines in a dynamic and ever changing environment
- Prior experience of providing excellent customer service

- Intermediate ICT skills including Word, Excel, and Outlook and be able to establish, maintain and up-date databases accurately Good numeracy and literacy
- Ability to use initiative and problem solving skills
- Ability to delegate and hold others to account

Personal Qualities

- Personable, professional and able to demonstrate a thorough understanding of principles associated with working with sensitive and confidential data
- Understands the nature of the work
- Accepts, supports and quickly implements change
- Identifies and encourages the sharing of ideas • Proactively seeks opportunities to increase job knowledge and understanding
- Takes responsibility for own and team actions
- Ability to work appropriately in a school environment
- Flexible attitude towards the role, duties and hours
- Identifies and overcomes barriers

Other (including specialist requirements)

The postholder must have access to a PC and an internet connection at home
Out of school hours working – evenings and weekends/events/lone working