

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Priority 1 criteria are required on appointment, priority 2 can be gained after appointment.

Qualifications/Experience	Priority
1. Experience in a Clerking role or similar, organising and attending meetings, minute taking and follow up work.	1
2. Experience of a significant level of personal responsibility within working role.	1
Abilities, Skills and Knowledge:	
3. Able to take accurate, clear and concise minutes of meeting following set procedures.	1
4. Strong communication skills with the ability to communicate effectively using excellent listening and responding skills with a broad range of people including Head Teachers, governors, parents and carers.	1
5. Ability to use Microsoft packages including Word, Outlook and Excel and databases.	1
6. Ability to work to tight timescales, think on feet, problem solve, work calmly professionally and positively in busy environment.	1
7. Strong interpersonal skills, reflecting an awareness of self and others and ability to maintain positive and professional working relationships with a high level of diplomacy, sensitivity and tact.	1
8. Ability to maintain confidentiality at all times and ensuring that confidential data is handled in a sensitive manner	1
9. Able to seek out and disseminate information verbally and in writing and using computer technology.	1
10. Able to prioritise and work accurately to meet tight deadlines.	1
11. Able to work effectively and positively with team members, using initiative when required.	1
12. Excellent organisational skills and record keeping.	1
13. General knowledge of governance regulations and other relevant legislation	2
14. Able to work within OHC&AT policies e.g. Orchard Hill College Equality and Diversity Policy and Health and Safety policies.	1
15. Full clean driving licence.	1