



W A T E R T O N

**Person Specification  
Clerk to Academy Standards Committee**

Section	Information	Essential/ Desirable	How Identified
<b>Education &amp; Training</b>			
Formal qualifications & relevant training	Must be willing to attend appropriate training through Waterton Academy Trust.	E	Application Form, Interview
	Administrative qualifications or training. Level 2 Numeracy/ Literacy skills or willingness to work towards	D	
<b>Experience</b>			
Ability to undertake duties of the post	Administrative experience.	E	Application Form
	Experience of working as Clerk to a Governing Body.	D	
	Experience of arranging and organising meetings	D	
<b>Knowledge</b>			
Includes abilities	Ability to work effectively across multiple schools and to adapt to and be effective in the context of each community	E	Application Form, Interview
	Ability to use Waterton Academy Trust documents as a guide to provide advice to Governors.	E	
	Working knowledge of a Multi Academy Trust	D	
	Substantial knowledge of relevant policies and procedures and the ability to interpret advice/statute and to devise policy/practice in the light of these	D	
	Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the Trust, and the DfE;	D	
<b>Personal Qualities</b>			
	Work constructively as part of a team, understanding school roles & responsibilities and your own position within these	E	Application Form, Interview
	Ability to identify own training & development needs & cooperate with means to address these	E	

<b>Suitability to work with children and young people</b>			
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	E	DBS Disclosure Interview References
<b>Additional Requirements</b>			
	Excellent keyboard skills, proficient use of Microsoft office software.	E	Interview
	The clerk will be required to travel to schools on an evening to attend meetings.	E	
	Excellent time management skills and the ability to meet deadlines are required.	E	
	Highly developed communication skills are required. Dealing with all stakeholders on a regular basis.	E	
	Must be able to maintain confidentiality and remain impartial.	E	