

Criteria	Essential	Desirable	How Identified
Qualifications/ Training	<ul style="list-style-type: none"> GCSE or equivalent passes in English and mathematics 	<ul style="list-style-type: none"> Level 3 qualification 	Application form
Knowledge and experience (Relevant work and other experience)	<ul style="list-style-type: none"> Good listening, oral and literacy skills. Writing accurate, concise minutes IT literate Understanding of data protection and confidentiality Accurate and consistent record keeping Understanding of safeguarding requirements 	<ul style="list-style-type: none"> Working in a school/formal education setting Experience of working in a public facing role Knowledge of the respective roles and responsibilities of governing bodies, headteachers, trust boards and DfE Attended the National Training Programme for Clerks or its equivalent Familiarity with educational legislation, guidance and legal requirements 	Application form References Interview
Personal and professional attributes	<ul style="list-style-type: none"> Strong customer service orientation Organised, systematic and methodical Commitment to high standards Record of good attendance and punctuality Excellent interpersonal and communication skills Ability to work on own initiative and as part of a team Able to work under pressure and unsupervised Able to prioritise and manage workload well Ability to be proactive and think ahead Commitment to diversity and equality 		Application form References Interview