

**Person Specification**  
**Minute Taker**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Criteria used for Assessment</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>Minimum of 2 years administrative experience</li> <li>Minute taking</li> <li>Working within an educational environment</li> </ul>	*  *	*	A/I  A/I/T  A/I
<b>Qualifications</b> <ul style="list-style-type: none"> <li>A good level of education with a minimum of Mathematics and English GCSE (grade C or above) or equivalent</li> </ul>	*		A
<b>Skills and Knowledge</b> <ul style="list-style-type: none"> <li>Excellent listening and written skills</li> <li>Ability to prepare accurate, concise minutes.</li> <li>Ability to organise own time and work independently.</li> <li>Ability to develop and maintain effective professional relationships with existing school leaders within the Trust and schools joining the Trust.</li> <li>Ability to handle confidential and sensitive information appropriately and comply with Trust standards.</li> <li>Excellent keyboard and formatting skills, proficient use of Microsoft Office software</li> </ul>	* *  *  *  *		A/R A/R/T  A/I/R  A/I/R  A/I  A/I/T
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>The ability to work effectively across multiple schools and to adapt to and be effective in the context of each community</li> <li>Possess integrity, remain impartial and have the ability to maintain confidentiality</li> <li>Exhibit a positive attitude toward personal development and to demonstrate a willingness to undertake relevant training</li> <li>Demonstrate excellent interpersonal skills</li> <li>Have the ability to arrange own transport to meetings</li> </ul>	*  *  *  * *		A/I  A/I  A/I  A/I A/I

<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• Awareness, understanding and commitment to the pursuit of equal opportunity, in terms of service, delivery and employment practice.</li> <li>• Awareness of Equalities policy</li> </ul>	*	*	A / I A / I
<b>Working Practices</b> <ul style="list-style-type: none"> <li>• The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons</li> <li>• Be willing to undertake further training and development to enhance service delivery and self-development.</li> <li>• Have a flexible approach to working hours and be able to work at times convenient to the governing bodies, including evening meetings</li> </ul>	*  *  *		A / I  A / I  A/I

***A. Application***

***T. Test***

***I. Interview***

***R. Reference***