



**PERSON SPECIFICATION**  
**Clerk to the Board of Directors (maternity cover)**

| ATTRIBUTES                           |   | ESSENTIAL | DESIRABLE |
|--------------------------------------|---|-----------|-----------|
| <b>Qualifications and Experience</b> | Experience of working as a Clerk to a Board   | X         |           |
|                                      | Minimum 2 years' Administrative role  | X         |           |
|                                      | Experience of liaising with Stakeholders  | X         |           |
|                                      | Understands the 6 features of effective governance  |           | X         |
|                                      | Understands the principles of records management and has a working knowledge of the General Data Protection Regulations, Data Protection Act and Freedom of Information Act |           | X         |
| <b>Skills and Abilities</b>          | Proficient in working with Office 365   | X         |           |
|                                      | Accuracy in reporting detailed information, combined with the skill to provide clear written commentary and overview  | X         |           |
|                                      | Ability to approach tasks in an analytical manner and deal quickly and efficiently with a changing workload and meet deadlines  | X         |           |
| <b>Personal Qualities</b>            | Team Player   | X         |           |
|                                      | Possess excellent time management   | X         |           |
|                                      | Self-motivated, proactive, well-organised and able to work on own initiative with minimum supervision   | X         |           |
|                                      | Flexible approach to duties and working arrangements  | X         |           |
|                                      | Excellent interpersonal skills with proven ability to build effective working relationships with all stakeholders   | X         |           |
|                                      | Commitment to the safeguarding of pupils  | X         |           |
|                                      | Hold a current UK driving licence   | X         |           |

*The Our Lady of Lourdes Catholic MAC is committed to safeguarding and promoting the welfare of child.*