**Stocks Green Primary School**



**Person Specification for Clerk to Governing Body**

### **Knowledge**

The following skills are considered to be desirable:

* the schools system: structures, accountability and funding
* governance legislation, procedures and regulations relevant to the organisation
* the core functions of a school governing/trust board as they apply to the organisation
* elements of effective governance and board practice as they apply to the organisation
* Knowledge of Data Protection legislation (GDPR)

### **Skills**

The following skills are considered to be essential:

* good listening, literacy, numeracy and IT
* written and verbal communication
* minute taking
* planning and organisational
* people and relationship building
* problem solving
* time management to meet deadlines and competing demands

The following skills are considered to be desirable:

* advisory skills (recommending a course of action)
* risk aware/able to articulate risk in the context

### **Attributes**

The following skills are considered to be essential:

* personal integrity and commitment to the 7 Nolan Principles of Public Life
* respect for confidentiality
* confidence and resilience (to challenge when necessary)
* commitment to professional development to maintain knowledge and improve practice

With reference to essential and desirable skills, as Clerk to the Governing Body, it would be expected that the successful applicant would either hold a relevant clerking qualification or obtain one within twelve months of employment.