# Person Specification

This person specification lists the competencies expected of an experienced/fully-trained clerk. The two right-hand columns provide guidance for the appointment of new clerks. (E= Essential criteria, D = Desirable criteria)

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|  | Sections |  |
| 1 | Skills,  knowledge and aptitudes | The clerk should be able to provide evidence of the following:   * good listening, oral and literacy skills; E * writing agendas and accurate concise minutes; E * ICT including keyboarding skills; E * organising their time and working to deadlines; E * organising meetings; E * record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; E * using the internet to access relevant information; E * developing and maintaining contacts with outside agencies E * knowledge of governing body procedures; D * knowledge of educational legislation, guidance and legal requirements; D * knowledge of the respective roles and responsibilities of the governing body and the headteacher D * knowledge of Equal Opportunities and Human Rights legislation; D |
| 2 | Qualifications and training | The clerk should:  • be able to demonstrate a willingness to attend appropriate training and development; E |
|  |  | • have already attended or make a commitment to attend the Local Training for Clerks or its equivalent. E |
| 3 | Experience | Clerks should be able to produce evidence of:  relevant personal and professional development; E  working in an environment where experiences included taking initiative and self motivation; E |
|  |  | working as a member of a team. E |

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|  | Sections |  |
| 4 | Personal attributes | The clerk should:   * be a person of integrity; E * be able to maintain confidentiality; E * be able to remain impartial; E * have a flexible approach to working hours; E * be sympathetic to the needs of others; E * have an openness to learning and change; E * have a positive attitude to personal development and   training; E |
|  |  | • have good interpersonal skills. E |
| 5 | Special Requirements | The clerk should:   * be able to work at times convenient to the governing body including evening meetings; E * be able to travel to meetings; E |
|  |  | • be available to be contacted at mutually agreed times. E |