**Clerk to the Governing Body – Person Specification**

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| **Skills and Knowledge** | |
| The clerk should be able to provide evidence of the following:   * good listening, oral and literacy skills; * writing agendas and accurate concise minutes; * effective use of ICT, including keyboarding skills; * time management and working to deadlines; * record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; * knowledge of governing body and Head Teacher responsibilities in an academy school; * knowledge of educational legislation, guidance and legal requirements. | *Essential*  *Desirable* |
| **Qualifications and Training** | |
| The clerk should:   * have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent; * be able to demonstrate a willingness to attend appropriate training and development; | *Essential* |
| **Experience** | |
| Clerks should be able to produce evidence of:   * relevant personal and professional development; * working in an environment where experiences included taking initiative and self-motivation; * working as a member of a team. | *Desirable* |
| **Personal Attributes** | |
| The clerk should:   * be a person of integrity; * be able to maintain confidentiality; * be able to remain impartial; * have a flexible approach to working hours; * be sympathetic to the needs of others; * have an openness to learning and change; * have a positive attitude to personal development and training; * have good interpersonal skills. | *Essential* |
| **Special Requirements** | |
| The clerk should:   * be able to work at times convenient to the governing body, including evening meetings; * be able to travel to meetings; * be available to be contacted at mutually agreed times. | *Essential* |