**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* |