



Person Specification: Clerk to the Governors

	Essential	Desirable
Skills, knowledge and aptitude	<p>The clerk must:</p> <ul style="list-style-type: none"> • Have good listening, oral and literacy skills; • Be able to write agendas and produce accurate, concise minutes; • Have good ICT skills, including keyboard skills and document formatting; • Be able to organise their time and work to deadlines; • Be able to organise meetings; • Manage good record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; • Use the internet to research and access relevant information; 	<p>In addition, the clerk may also:</p> <ul style="list-style-type: none"> • Develop and maintain contacts with outside agencies; departments of the LA or DfE; • Have knowledge of governing body procedures; • Have knowledge of educational legislation, guidance and legal requirements; • Have knowledge of the respective roles and responsibilities of the governing body, Headteacher, the LA and the DfE; • Have knowledge of various statutory policies; • Have knowledge of GDPR and Data Protection legislation;
Qualifications and training	<p>The clerk must:</p> <ul style="list-style-type: none"> • Be able to demonstrate and willingness to attend appropriate training and development; 	<p>The clerk may also:</p> <ul style="list-style-type: none"> • Have already attended or make a commitment to attend clerking training for certification;
Experience		<p>Clerks should be able to produce evidence of:</p> <ul style="list-style-type: none"> • Relevant personal and professional development; • Working in an environment where experiences included taking initiative and self-motivation; • Working as a member of a team;
Personal attributes	<p>The clerk must:</p> <ul style="list-style-type: none"> • 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; 	
Special requirements	<p>The clerk must:</p> <ul style="list-style-type: none"> • Be able to work at times convenient to the governing body, including evening and early morning meetings; • Be able to travel to meetings; • Be available to be contacted at mutually agreed times 	