**Clerk to Governing Body: Person Specification**

1 **Skills, knowledge and aptitudes**

***Essential***

• Good listening, oral and literacy skills;

* Good interpersonal skills;
* Ability to organise their time and work to deadlines;
* Good record keeping, information retrieval and dissemination of data/documentation to the governing body and relevant partners;
* Ability to compile agendas and write accurate concise minutes;
* IT competency and keyboard skills;
* Excellent organisational ability.

***Desirable***

• Knowledge of governing body procedures and respective roles and responsibilities;

* Knowledge of educational legislation, guidance and legal requirements;
* Knowledge of The Equality Act 2010
* Knowledge of Data Protection legislation including GDPR.

2 **Qualifications and training**

* a willingness to attend appropriate training and development;

• have already attended or be willing to attend the Leading Governance Accreditation for Clerks or its equivalent.

3 **Experience**

* relevant personal and professional development;
* working as a member of a team;
* working within a committee framework, public sector or educational environment is desirable but not essential if the above skills and knowledge have been acquired.

4 **Personal attributes**

• integrity and able to maintain confidentiality;

* impartiality;

• a flexible approach to working hours;

• be open to learning and change with a positive attitude to personal development and training;

• initiative and motivation to assist and improve the working of the governing body

• good interpersonal skills.

5 **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;

* Have their own laptop/ pc

• be available to be contacted by email on a very regular basis

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