

**Person Specification - Clerk to Governors KR 7**

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Successfully completed the National Training Programme for Clerks to Governing Bodies or its equivalent
* Good general standard of education Demonstrate a willingness to attend appropriate training and development.
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| **EXPERIENCE** | * Experience of organising meetings, writing agendas and taking accurate, concise minutes.
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| **SKILLS AND ABILITIES** | * Excellent verbal and written skills
* Ability to work on own initiative with good time management skills. Must be able to work to deadlines
* Good record keeping, information retrieval and dissemination of Governing Body data/documentation to the Governing Body and relevant partners
* Good interpersonal skills
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| **KNOWLEDGE** | * Knowledge of relevant legislation wish as Equal Opportunities
* Knowledge and understanding of Data Protection and Records Management legislation
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| **BEHAVIOURS** | * Integrity
* Confidentiality
* Impartiality
* Good sense of humour
* Personable
* Flexible approach to working hours
* Sympathetic to the needs of others
* Openness to learning and change
* Positive attitude to personal development and training
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| **Special Requirements** | * Be able to work at time which are convenient to the Governing Body, including evening meetings
* Be able to travel to meetings
* Be available to be contacted at mutually agreed times
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