

**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. |
| **EXPERIENCE** | * Experience of organising meetings, writing agendas and taking accurate, concise minutes. |
| **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 |
| **KNOWLEDGE** | * Knowledge of relevant legislation wish as Equal Opportunities * Knowledge and understanding of Data Protection and Records Management legislation |
| **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 |
| **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 |