Person Specification

Clerk to Governors

Areas	Competencies	E	D
Personal attributes	be a person of integrity	x	
	be able to maintain confidentiality	x	
	be able to remain impartial	x	
	have a flexible approach to working hours	x	
	be sympathetic to the needs of others	x	
	have an openness to learning and change	x	
	have a positive attitude to personal development and training	x	
	be able to confidently address groups of people and individuals	x	
	have excellent interpersonal skills	x	
Experience	Can take initiative,	x	
	work in a team,	x	
	organising their time and working to deadlines	x	
Training and development	be able to demonstrate a willingness to attend appropriate training;	x	
	have already attended or make a commitment to attend the National Training Programmes for Clerks or equivalent training offered by the LA or other organisations.		x
Knowledge and skills	excellent listening, oral, grammar and literacy skills	x	
	writing agendas and accurate concise minutes	x	
	ICT including keyboarding skills and use of email and internet	x	
	organising meetings and co-ordinating people	x	
	record keeping, information retrieval and dissemination of governing board data/documentation, to the governing board and relevant partners;	x	
	developing and maintaining contacts with outside agencies e.g. departments of the LA, Church authorities and DfE		x
	knowledge of governing board procedures		x

	knowledge of educational legislation, guidance and legal requirements		x
	knowledge of the respective roles and responsibilities of the governing board, Headteacher, church authorities and the DfE;		x
	knowledge of equal opportunities and human rights legislation		x
	knowledge of data protection legislation		x
Other requirements	be able to work at time convenient to the governing board including evening meetings	x	
	be able to travel/organise remote meetings	x	
	be available to be contacted at mutually agreed times	x	
	have access to a computer/internet and school printing (as required).	x	