

## **Clerk of Governors Person Specification**

### **Skills, knowledge and aptitudes**

- Good listening, oral and literacy skills
- Writing agendas and accurate concise minutes
- ICT including keyboarding skills
- Organising their time and working to deadlines
- Organising meetings
- Record keeping, information retrieval and dissemination of governing body data/documentation to the Governing Body
- Using the internet to access relevant information
- Developing and maintaining contacts with outside agencies e.g. departments of the LA
- Knowledge of Governing Body procedures\*
- Knowledge of educational legislation, guidance and legal requirements\*
- Knowledge of the respective roles and responsibilities of the Governing Body, the Head teacher and the LA
- Knowledge of Data protection legislation\*

\*Extensive training will be provided

### **Qualifications and Training:** the clerk should

- Be able to demonstrate a willingness to attend appropriate training and development
- Have already attended or make a commitment to attend the National Training programme for Clerks or its equivalent

### **Experience:** clerks should be able to produce evidence of

- Relevant personal and professional development
- Working in an environment where experience included taking initiative and self-motivation
- Working as a member of a team

### **Personal Attributes:** the clerk should

- 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