

Clerk to the Governing Body Person Specification

Clerks should have the experience and personality to be a trusted professional colleague to members of a school's governing body.	Essential/ desirable
Skills, Knowledge and aptitude	
<p>Evidence in a current or previous role of:</p> <ol style="list-style-type: none"> 1. good listening, oral and literacy skills 2. ability to write agendas and produce accurate concise minutes 3. excellent IT skills ideally using Microsoft Office and Teams 4. good at organising time and working to deadlines 5. organising meetings 6. record keeping, information retrieval and dissemination 7. ability to research information 8. developing and maintaining contacts with outside agencies 9. knowledge of governing body procedures 10. knowledge of educational legislation, guidance and legal requirements 11. knowledge of Equal Opportunities and Human Rights legislation 12. knowledge of Data Protection legislation. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Qualifications and training	
<ul style="list-style-type: none"> • Be able to demonstrate a willingness to attend appropriate training 	E
Experience	
<p>Evidence of:</p> <ul style="list-style-type: none"> • relevant personal and professional development • working in an environment where experiences included taking initiative and self motivation • working as a member of a team. 	<p>D</p> <p>E</p> <p>E</p>
Personal attributes	
<p>The clerk must be:</p> <ol style="list-style-type: none"> 1. be a person of integrity 	E

<ul style="list-style-type: none"> 2. be able to maintain confidentiality 3. be able to remain impartial 4. have a flexible approach to working hours 5. be sympathetic to the needs of others 6. have an openness to learning and change 7. have a positive attitude to personal development and training • have good interpersonal skills. 	E E E E E E E
Special requirements	
The clerk should: <ul style="list-style-type: none"> 1. be able to work at time convenient to the governing body including evening meetings 2. be able to travel to meetings 3. be available to be contacted at mutually agreed times 4. have regular access to a PC, printer and internet facilities 	E E E E

Our school demonstrates a commitment to safeguarding and promoting the welfare of children and young people by providing a safe working ethos through a range of rigorous policies and procedures. We expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be required for this post. (A check which is undertaken by all employees who work with children)