

## PERSON SPECIFICATION

**Job Title:** Clerk to Governors

| KEY CRITERIA                               | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                     | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Qualifications and training</b>         | <ul style="list-style-type: none"> <li>Educated to GCSE grade C, including English and Maths;</li> <li>Be able to demonstrate a willingness to attend appropriate training and development.</li> <li>To be able to speak fluent English to an appropriate standard.</li> </ul>                                                                                                                                                                | <ul style="list-style-type: none"> <li>Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Previous experience</b>                 | <ul style="list-style-type: none"> <li>Relevant personal and professional development;</li> <li>Working in an environment where experiences included taking initiative and self-motivation;</li> <li>Experience of writing agendas and accurate, concise minutes;</li> <li>Working as a member of a team.</li> </ul>                                                                                                                          | <ul style="list-style-type: none"> <li>Experience of working in support of governing bodies in schools</li> <li>Experience of committee working, clerking of committees or serving as a school governor.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Skills, knowledge and understanding</b> | <ul style="list-style-type: none"> <li>Good listening, oral and literacy skills;</li> <li>Computer literate, including all Microsoft Office packages</li> <li>Able to speak fluent English to an appropriate standard</li> <li>Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners;</li> <li>Organising their time and working to deadlines.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge of governing body procedures, legislation, guidance and legal requirements;</li> <li>Writing agendas and accurate concise minutes;</li> <li>Organising meetings;</li> <li>Understanding and up-to-date knowledge of Ofsted requirements for the School and Governance</li> <li>Using the internet to access relevant information;</li> <li>Developing and maintaining contacts with outside agencies eg departments of the LA, DfES;</li> <li>Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA and the DfES;</li> <li>Knowledge of policies and legislation, especially Equal Opportunities, Human Rights and Data Protection.</li> </ul> |
| <b>Leadership and management</b>           | <ul style="list-style-type: none"> <li>The ability to develop strong working relationships with governors and staff, and with staff from outside agencies;</li> <li>Willingness to work in a team;</li> <li>Ability to be professionally discreet and to respect confidentiality;</li> <li>Ability to rise to challenges and to find workable solutions.</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>Evidence of commitment to continued professional development and training.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>Personal qualities</b> | <ul style="list-style-type: none"><li>• A person of integrity;</li><li>• Able to maintain confidentiality;</li><li>• Be able to remain impartial;</li><li>• Have a flexible approach to working hours;</li><li>• Have an openness to learning and change;</li><li>• Have a positive attitude to personal development and training;</li><li>• Patient, calm and resilient</li><li>• Professional attitude to work, especially when representing the school and governors;</li><li>• Have good interpersonal skills;</li><li>• Suitability to work with children, including relevant DBS checks.</li></ul> | <ul style="list-style-type: none"><li>• Ability to work under pressure;</li><li>• Flexibility and ability to use their own initiative;</li><li>• Ability to plan ahead and manage time effectively.</li></ul> |
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