

CLERK TO GOVERNORS – PERSON SPECIFICATION



This person specification lists the competencies expected of a clerk to the governors. Please don't be put off if you don't meet ALL of the criteria listed below. We don't expect you to know everything when you first join our network but you can learn a significant amount whilst you are with us. We provide training when you first join us and support your ongoing development through mentoring and additional training opportunities.

Skills, knowledge & aptitudes – the clerk should be able to provide evidence of the following:
<ul style="list-style-type: none"> • good listening , oral and writing skills
<ul style="list-style-type: none"> • work with the Chair of Governors and Head to schedule meetings, prepare the agenda and meeting minutes
<ul style="list-style-type: none"> • ICT including formatting documents, creating email groups; uploading documents to online storage (or the ability to learn new ICT skills quickly)
<ul style="list-style-type: none"> • organising their time and working to deadlines
<ul style="list-style-type: none"> • work with the Chair of Governors and Head to agree processes for record keeping, information retrieval and dissemination of data/documentation
<ul style="list-style-type: none"> • using the internet to access relevant information
<ul style="list-style-type: none"> • develop and maintain contacts with outside agencies e.g. departments of the local authority, Department for Education
<ul style="list-style-type: none"> • willing to learn about governing board procedures, educational legislation, guidance & legal requirements
<ul style="list-style-type: none"> • develop knowledge of the respective roles and responsibilities of the governing board, the head teacher, the local authority, Department for Education, etc.
<ul style="list-style-type: none"> • develop knowledge of legislation that has an impact on the work of the governing board, e.g. Data Protection, Freedom of Information
Qualifications and training – the clerk should:
<ul style="list-style-type: none"> • attend appropriate training
Experience - the clerk should be able to produce evidence of:
<ul style="list-style-type: none"> • experience of clerking, providing governance guidance and taking minutes
<ul style="list-style-type: none"> • working in an environment where experiences included taking initiative and self-motivation
<ul style="list-style-type: none"> • working as a member of a team

Personal Attributes - the clerk should:
<ul style="list-style-type: none">• be a person of integrity and maintain confidentiality
<ul style="list-style-type: none">• be sympathetic to the needs of others and remain impartial
<ul style="list-style-type: none">• have a positive attitude to personal development and training
<ul style="list-style-type: none">• have excellent interpersonal skills
<ul style="list-style-type: none">• be flexible, willing to adapt their practice in line with the needs of the governing board and with emerging best practice definitions
Special Requirements - the clerk should:
<ul style="list-style-type: none">• be able to work at times convenient to the governing board, including early evening and daytime meetings
<ul style="list-style-type: none">• be able to travel to meetings

We look forward to receiving your application, of course if you have any questions, please don't hesitate to give us a call on 01604 670222.