**Clerk to Governors**

**Personal specification**

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| **Attribute** | **Essential** | **Desirable** |
| Skills, Knowledge and Aptitudes | * Experience of writing agendas and accurate, concise minutes * Good listening, oral and literacy skills * Ability to organise time & work to deadlines * ICT including keyboard skills * Using the internet to access relevant information * Ability to work in an organised and methodical manner * Ability to work as a team member with the Governing Body, Headteacher and SLT. * Experience of organising meetings * Experience of record keeping and logging of governance documentation. | * Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes * Developing and maintaining contacts with outside agencies e.g. Governor Support * Knowledge of educational legislation, guidance & legal requirements * Knowledge of the respective roles and responsibilities of the governing board, Headteacher, SLT, the local authority & the DfE * Awareness of data protection legislation to handle information securely in a confidential & impartial manner |
| Qualifications & Training | * Maths and English GCSE grade C or equivalent | * Governance clerking qualification * Good Higher Education or Further Education qualifications |
| Experience | * Experience of taking initiative and self-motivation * Evidence of working as a member of a team | * Evidence of relevant personal and/or professional development |
| Personal qualities | * Friendly, helpful and approachable * Self-motivated * Demonstrate & maintain integrity, impartiality & confidentiality * Have a flexible approach to working hours * Ability to demonstrate commitment to equal opportunities * Have good interpersonal and communication skills * Have an openness to learning and change * Be sympathetic to the needs of others * Dedicated to safeguarding and promoting the welfare of children. |  |
| Special requirements | * Ability to work at times convenient to the governing board, specifically evenings. * Ability to travel to meetings at Loxwood School. * Available to be contacted at mutually convenient times |  |