

## CLERK TO THE GOVERNING BODY

### Person Specification

The person specification below shows the key abilities, skills and experience we require in our Clerk to the Governors. The selection panel will assess each candidate against these criteria, expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge in the school context.

SKILLS, ABILITIES AND EXPERIENCE	ESSENTIAL (E) DESIRABLE (D)	IDENTIFIED BY
Qualifications		
Be able to demonstrate a willingness to attend appropriate training and development	E	Application Form Interview Certificates
Have already attended or made a commitment to attend the National Training Programme for Clerks to Governing Bodies or its equivalent	E	
Further / continued CPD	D	
Experience		
Evidence of having taken initiative in a similar working environment (within written Personal Statement or at interview)	E	Application Form
Working as a member of a team	E	
To have been Clerk to the Governors at another school	D	
To have been a School Governor	D	
Relevant personal and professional development	D	
Professional knowledge, understanding and skills		
To be up-to-date with current educational developments and legislation affecting school governance	E	Application Form Interview
Ability to write agendas and accurate, concise minutes	E	
Ability to use the Internet to access relevant information	D	
Developing and maintaining contacts with outside agencies e.g. LA and DfE	D	
Knowledge of Governing Body procedures	D	
Knowledge of educational legislation, guidance and legal requirements	D	
Understanding of respective roles and responsibilities of the Governing Body, Head Teacher, LA and the DfE	D	
Knowledge of Equal Opportunities and Human Rights legislation	D	
Knowledge of Data Protection legislation	D	

SKILLS, ABILITIES AND EXPERIENCE	ESSENTIAL (E) DESIRABLE (D)	IDENTIFIED BY
Specific knowledge, understanding and skills		
Ability to work at times convenient to the Governing Body, including evening meetings	E	Application Form Interview
Good aural and literacy skills	E	
ICT skills, including keyboard skills	E	
Able to organise meetings	E	
Able to keep records, retrieve information and circulate Governing Body data / documentation to the Governing Body and relevant partners	E	
Professional Values		
High expectations	E	Application Form Interview
Commitment to the personal welfare and safeguarding of children	E	
Attend termly briefings and participate in professional development opportunities	E	
Personal Qualities		
Sympathetic to the needs of others	E	Application Form Interview References
Openness to learning and change	E	
Integrity	E	
Organised and able to prioritise	E	
Able to meet deadlines	E	
Able to maintain confidentiality	E	
Able to remain impartial	E	
A flexible approach to working hours	E	
Available to be contacted at mutually agreed times	E	
A positive attitude to personal development and training	E	
Good interpersonal / communication skills	E	
Self-motivated	E	
Able to travel to meetings	E	
References		
Two fully supported professional references	E	References