

Person Specification

Clerk to the Local Governing Body

This person specification lists the competencies expected of an experienced/fully trained Clerk. The two right-hand columns provide guidance for the appointment of new Clerks.

(E= Essential criteria, D = Desirable criteria)

1	Skills, knowledge and aptitudes	<p>The Clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good listening, oral and literacy skills; • ICT including keyboarding skills; • writing agendas and accurate concise minutes; • organising their time and working to deadlines; • organising meetings; • record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; • using the internet to access relevant information; • knowledge of Governing Body procedures; • knowledge of educational legislation, guidance and legal requirements; • knowledge of the respective roles and responsibilities of the Governing Body, the Executive Headteacher, the Head of School and the DfE. • knowledge of Equal Opportunities and Human Rights legislation; • knowledge of Data Protection legislation. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
2	Qualifications and training	<p>The Clerk should:</p> <ul style="list-style-type: none"> • be able to demonstrate a willingness to attend appropriate training and development; • have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent. 	<p>E</p>	<p>D</p>
3	Experience	<p>The Clerk should be able to produce 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>D</p> <p>D</p>
4	Personal attributes	<p>The Clerk should:</p> <ul style="list-style-type: none"> • be a person of integrity; • be able to maintain confidentiality; 	<p>E</p> <p>E</p>	

		<ul style="list-style-type: none"> • be able to remain impartial; • have a flexible approach to working hours; • have good interpersonal skills. • have a positive attitude to personal development and training; • be sympathetic to the needs of others; • have an openness to learning and change; 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
5	Special Requirements	<p>The Clerk should:</p> <ul style="list-style-type: none"> • be able to work at times convenient to the Governing Body, including evening meetings; • Be able to travel to meetings; • be available to be contacted at mutually agreed times. 	<p>E</p> <p>E</p> <p>E</p>	