

Edward Peake C of E (VC) School

Headteacher: Z J Linington

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This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Clerk to the Governor – Person Specification

Attributes	Essential	Preferred
Education / Qualifications	<ul style="list-style-type: none"> Demonstrate a willingness to attend appropriate training and development. 	<ul style="list-style-type: none"> Have already attended or make a commitment to attend the National Training Programme for Clerks, or its equivalent.
Experience		<ul style="list-style-type: none"> Relevant personal and professional development. Worked in an environment where experiences included taking initiative and self-motivation. Worked as a member of a team.
Skills/Knowledge/ Aptitude	<ul style="list-style-type: none"> Good listening, oral and literacy skills. Ability to write agendas and accurate, concise minutes. Ability to use a range of IT packages including Microsoft Office and Google Workspace. Ability to work independently, prioritise workload, manage time effectively 	<ul style="list-style-type: none"> Ability to organise meetings Ability to use the internet to access relevant information. Proven experience in record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners. Experience in developing and maintaining contacts with outside agencies e.g. departments of the Local Authority, Church Authorities and the DfES. Knowledge of Equal Opportunities and Human Rights legislation. Knowledge of Data Protection legislation.
Personal attributes	<ul style="list-style-type: none"> Be a person of integrity. Be able to maintain confidentiality. Be able to remain impartial. Have a flexible approach to working hours. Be sympathetic to the needs of others. Have an openness to learning and change. Have a positive attitude to personal development and training. Have good interpersonal skills. 	
Other	<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. 	

