



Harnham C.E. Junior School

Saxon Road, Harnham, Salisbury, Wiltshire, SP2 8JZ

Telephone: (01722) 327218

Website: www.harnham-jun.wilts.sch.uk

General e-mail: Office@harnham-jun.wilts.sch.uk

e-mail: head@harnham-jun.wilts.sch.uk

Headteacher: Mr L Coles BEd(Hons) MEd NPQH

Person Specification for Clerk to the Governors

	Essential	Desirable
Qualifications	<p>A Valid DBS will be required in advance of starting work (which we will organise for you)</p> <p>Educated to at least GCSE or equivalent level English and Maths.</p>	Valid DBS Check
Knowledge and Experience	<p>Experience of working in an administrative capacity.</p> <p>Experience of maintaining and making effective use of computerised and/or hard copy data and information.</p> <p>Knowledge of Governing Board procedures and/or experience.</p> <p>Experience of writing Agendas.</p> <p>Experience of producing accurate and effective Minutes.</p> <p>Experience of hosting and servicing meetings, virtual and in person.</p> <p>Awareness of data protection legislation in order to handle information securely in a confidential and impartial manner.</p>	<p>Previous experience of working in a school environment or with a Governing Body.</p> <p>Knowledge of education legislation, guidance and legal requirements.</p> <p>Knowledge of the respective roles and responsibilities of the chair of governors, governing board, headteacher, local authority, diocese and DFE.</p>
Key Skills and Abilities	<p>Ability to organise complex material and to understand and assimilate new information.</p> <p>Ability to take accurate minutes and maintain efficient record keeping systems.</p> <p>Communication, literacy and IT skills.</p> <p>Ability and willingness to work individually and use own initiative.</p> <p>Ability to work in an organised, methodical manner.</p> <p>Ability to organise time and work to deadlines.</p> <p>Ability to work as a team member.</p>	<p>Ability to develop and maintain contacts with outside agencies (DFE, local authority, diocese).</p> <p>A willingness to attend further training and development opportunities provided by the local authority.</p>

Personal Qualities	<p>Ability to demonstrate and maintain integrity, impartiality and confidentiality.</p> <p>Willingness to work at times convenient to the governing body, including evening meetings.</p> <p>Ability to produce evidence of personal and professional development and an openness to learning and change.</p> <p>Ability to demonstrate commitment to equal opportunities.</p> <p>Sensitive to the differing perspectives of those who work in and with schools.</p> <p>A good sense of humour and eagerness to be part of maintaining and developing an effective team of Governors, who are committed to their role as Critical Friends of this school.</p>	
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