**Person Specification – Clerk to the Governors**

*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)*

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|  | **Sections** |  | **E** | **D** |
|  |  |  |  |  |
| 1 | Skills, knowledge and aptitudes | The Clerk should be able to provide evidence of the following:   * good listening, oral and literacy skills; | E |  |
|  |  | * the ability to write agendas and accurate concise minutes; | E |  |
|  |  |  |  |  |
|  |  | * the ability to organise their time efficiently and work to deadlines; | E |  |
|  |  | * the ability to organise meetings; | E |  |
|  |  | * record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; | E |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | * knowledge of Governing Body procedures and how a Multi-Academy Trust operates; |  | D |
|  |  | * knowledge of educational legislation, guidance and legal requirements; |  | D |
|  |  | * knowledge of the respective roles and responsibilities of the Governing Body, the headteacher, and the Trust Board; |  | D |
|  |  |  |  |  |
|  |  | * knowledge of Data Protection legislation. |  | D |

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| 2 | Qualifications and training | The clerk should:   * be able to demonstrate a willingness to attend appropriate training and development; | E |  |
| 3 | Experience | Clerks should be able to produce evidence of: |  |  |
|  |  | * relevant personal and professional development; |  | D |
|  |  | * working in an environment where experiences included taking initiative and self motivation; |  | D |
|  |  | * working as a member of a team. |  | D |
| 4 | Personal attributes | The clerk should: |  |  |
|  |  | be a person of integrity; | E |  |
|  |  | * be able to maintain confidentiality; | E |  |
|  |  | * be able to remain impartial; | E |  |
|  |  | * have a flexible approach to working hours; | E |  |
|  |  | * be sympathetic to the needs of others; | E |  |
|  |  | * have an openness to learning and change; | E |  |
|  |  | * have a positive attitude to personal development and training; | E |  |
|  |  | * have good interpersonal skills. | E |  |
| 5 | Special Requirements | The clerk should:   * be able to work at times convenient to the Governing Body, including evening meetings; | E |  |
|  |  | * be able to travel to meetings; | E |  |
|  |  | * be available to be contacted at mutually agreed times. | E |  |