



Clerk to the Governing Body Person Specification

	ESSENTIAL	DESIRABLE
Skills, knowledge and aptitude The clerk should be able to provide evidence of the following:	<ul style="list-style-type: none"> • good listening, oral and literacy skills; • writing agendas and accurate concise minutes; • organising their time and working to deadlines; • record keeping, information retrieval and dissemination of governing body data/ documentation, to the governing body and relevant partners. 	<ul style="list-style-type: none"> • ICT including keyboarding skills; • organising meetings; • using the internet to access relevant information; • developing and maintaining contacts with outside agencies eg. DfE, NGA; • 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 headteacher and the DfE; • knowledge of Equal Opportunities and Human Rights legislation; • knowledge of Data Protection legislation.
Qualifications and training The clerk should:	<ul style="list-style-type: none"> • be able to 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, or distance learning equivalent.
Experience The clerk should be able to produce evidence of:		<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.

Personal Attributes The clerk should:	<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. 	
Special Requirements The clerk should:	<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. 	

Newport Girls' High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).