**Clerk to the Local Governing Bodies**



**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience**  **(relevant work and other experience)** | * Good listening, oral and literacy skills. Writing accurate, concise minutes * IT literate with Excel and Word * Record keeping * Knowledge of educational legislation, guidance and legal requirements * Knowledge of data protection regulations | * Knowledge of the respective roles and responsibilities of governing bodies, head teachers, trust boards and DfE * Attended the National Training Programme for Clerks or its equivalent |
| **Personal qualities** | * Methodical and systematic with accurate record keeping * Ability to work under pressure and unsupervised * Ability to be proactive and think ahead * High level of interpersonal skills with the ability to relate well to and communicate with all stakeholders * Ability to maintain confidential and remain impartial * Understanding of the need for safeguarding children * Excellent attendance record |  |