



Person Specification – Corfe Hills School

Job Title:	Clerk to the Governors
Responsible to:	Chair of Governors
Contracted Hours/Week:	<p>Average 6 hours per week.</p> <p>This is not a term-time only role but it is anticipated that more hours will be worked during the term than during school holidays. Flexibility is essential.</p> <p>Attendance is required at 14 evening meetings per annum, usually on Wednesdays. During term time the post holder will be expected to spend some time working in school.</p>
Contracted Weeks/Year:	All year
Holiday entitlement:	23 days per annum (rising to 27 after 5 years' service) plus bank holidays
Main Job purpose:	<ul style="list-style-type: none"> • To provide advice to the governing body on governance, constitutional and procedural matters • To provide effective minutes and efficient administrative support to the governing body and its committees • To ensure the governing body is properly constituted • To manage information effectively in accordance with legal requirements

CATEGORY	CRITERIA	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Education, Qualifications & Experience	<ul style="list-style-type: none"> • GCSE C grade in English and Maths or equivalent 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> • Experience as a Clerk to Governors or similar role 	Essential	
	<ul style="list-style-type: none"> • NCTL Clerks' Development Programme 	Desirable	
Skills, Knowledge and Understanding	<ul style="list-style-type: none"> • A clear understanding of the confidential nature of information discussed by Governors 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> • Excellent communication skills, both written and oral, and a high standard of written English 	Essential	
	<ul style="list-style-type: none"> • Ability to create a concise and accurate record of items discussed, decisions and actions agreed at meetings within 3 working days after the meeting 	Essential	
	<ul style="list-style-type: none"> • Ability to type minutes during meetings 	Desirable	
	<ul style="list-style-type: none"> • High level of competency in use of MS Word and Outlook. Working 	Essential	

	knowledge of MS Excel and Powerpoint.		
	<ul style="list-style-type: none"> Ability to use the internet to access relevant information 	Essential	
	<ul style="list-style-type: none"> Excellent organisational and prioritisation skills 	Essential	
	<ul style="list-style-type: none"> Ability to meet deadlines 	Essential	
	<ul style="list-style-type: none"> Ability to write agendas and accurate concise minutes 	Essential	
	<ul style="list-style-type: none"> Ability to maintain information in an ordered manner 	Essential	
	<ul style="list-style-type: none"> Knowledge of governing body requirements and procedures 	Desirable	
	<ul style="list-style-type: none"> Knowledge of educational legislation, guidance and legal requirements 	Desirable	
	<ul style="list-style-type: none"> Awareness of Data Protection, Equal Opportunities and Human Rights legislation 	Desirable	
Personal and Professional Qualities	<ul style="list-style-type: none"> High level of confidentiality and integrity 	Essential	References Interview
	<ul style="list-style-type: none"> Ability to remain impartial 	Essential	
	<ul style="list-style-type: none"> Ability to provide advice and guidance to governors and senior staff 	Essential	
	<ul style="list-style-type: none"> Ability to act on own initiative and as part of a team 	Essential	
	<ul style="list-style-type: none"> A flexible approach to working hours 	Essential	
	<ul style="list-style-type: none"> Commitment to self-development and keeping abreast of changes in requirements 	Essential	
	<ul style="list-style-type: none"> Willingness to attend training as required 	Essential	
Special Requirements	<ul style="list-style-type: none"> Willingness and availability to work at times convenient to the governing body including evening meetings 	Essential	References Interview
	<ul style="list-style-type: none"> Available to be contacted at mutually agreed times 	Essential	
	<ul style="list-style-type: none"> Commitment to checking and acting upon e-mail correspondence at least twice a week during term time 	Essential	
	<ul style="list-style-type: none"> Commitment to child safeguarding and promoting the welfare of children and young people. 	Essential	

Safeguarding	<ul style="list-style-type: none"> Appointment is subject to enhanced DBS and validated references 	Essential	References Interview
	<ul style="list-style-type: none"> Eligibility to work in the UK 	Essential	
Other	<ul style="list-style-type: none"> 		Passport or work permit

Post holder	_____	Effective date of this person specification	_____
Post holder's signature	_____	School Business Manager's signature	_____
Date	_____	Date	_____