Model Person Specification

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)

	Sections		E	D
1	**Skills, knowledge and aptitudes**	The clerk should be able to provide evidence of the following:	E	
		• good listening, oral and literacy skills;	E	
		• writing agendas and accurate concise minutes;		D
		• ICT including keyboarding skills;		D
		• organising their time and working to deadlines;	E	
		• organising meetings;		D
		• record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners;	E	
		• using the internet to access relevant information;		D
		• developing and maintaining contacts with outside agencies eg departments of the LA, Church Authorities and the DfES;		D
		• knowledge of governing body procedures;		D
		• knowledge of educational legislation, guidance and legal requirements;		D
		• knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DfES.		D
		• knowledge of Equal Opportunities and Human Rights legislation;		D
		• knowledge of Data Protection legislation.		D
2	**Qualifications and training**	The clerk should:		
		• be able to demonstrate a willingness to attend appropriate training and development;	E	
		• have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.		D
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

	Sections		E	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	