

St. Peter's C.E. Primary School

Person Specification

Achieve **B**elieve **C**reate

CLERK TO THE GOVERNING BODY

The person specification is an overview of the skills, knowledge and experience required to successfully fulfil this role. Applicants should therefore pay particular attention to demonstrating their experience or ability to be able to meet the selected essential criteria which will be used in the shortlisting and interview process.

Skills, knowledge and aptitudes

Criteria	Essential	Desirable	How Assessed
Good listening, oral and literacy skills	✓		Application Form Interview
Writing agendas and accurate concise minutes		✓	
ICT including keyboarding skills		✓	
Organising their time and working to deadlines	✓		
Organising meetings		✓	
Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners	✓		
Using the internet to access relevant information		✓	
Developing and maintaining contacts with outside agencies e.g. departments of the LA, Church Authorities and the DfES		✓	
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, the LA, Church Authorities and the DfES		✓	
Knowledge of Equal Opportunities and Human Rights legislation		✓	
Knowledge of Data Protection legislation		✓	

Qualifications and training

Criteria	Essential	Desirable	How Assessed
Be able to demonstrate a willingness to attend appropriate training and development	✓		Application Form
Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.		✓	

Experience

Criteria	Essential	Desirable	How Assessed
Relevant personal and professional development		✓	Application Form Interview References
Working in an environment where experiences included taking initiative and self-motivation		✓	
Working as a member of a team		✓	

Personal Attributes

Criteria	Essential	Desirable	How Assessed
Be a person of integrity	✓		Application Form Interview References
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

Criteria	Essential	Desirable	How Assessed
Be able to work at times convenient to the governing body including evening meetings	✓		Application Form Interview
Be able to travel to meetings	✓		
Be available to be contacted at mutually agreed times	✓		