



Person Specification

Clerk to LGB (Local Governing Board)

	Essential	Desirable
Skills, knowledge and aptitudes	<ul style="list-style-type: none">• Good listening, oral and literacy skills• Organising time and working to deadlines• Record keeping, information retrieval and dissemination data/documentation	<ul style="list-style-type: none">• Writing agendas and accurate concise minutes• IT including keyboarding skills• Organising meetings• Using the internet to access relevant information• Developing and maintaining contacts with outside agencies• 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
Qualifications and training	<ul style="list-style-type: none">• 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
Experience	<ul style="list-style-type: none">• Relevant personal and professional development	<ul style="list-style-type: none">• Working in an environment where experiences including taking initiative and self-motivation• Working as a member of a team
Personal attributes	<ul style="list-style-type: none">• Person of integrity• Able to maintain confidentiality• Able to remain impartial• Flexible approach to working hours• Sympathetic to the needs of others• Open to learning and change• Positive attitude to personal development and training• Good interpersonal skills• Sympathetic to the vision and values of the Trust	<ul style="list-style-type: none">• Sense of humour• Enthusiastic and resilient
Special requirements	<ul style="list-style-type: none">• Able to work at times convenient to the governing body including evening meetings• Able to travel to meetings• Available to be contacted at mutually agreed times	