

# Clerk to Governors

## Person specification



Essential	Desirable
<b>Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li>NVQ Level 3 Literacy and Numeracy</li> </ul>	
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>An understanding of Equal Opportunities legislation.</li> <li>Have good interpersonal skills.</li> <li>Good listening, oral and writing skills.</li> <li>Writing agenda and accurate concise minutes. ICT including keyboarding skills.</li> <li>Organising their time and working to deadlines.</li> <li>Organising meetings.</li> <li>Record keeping, information retrieval and dissemination of data/documentation, to the relevant people.</li> <li>Using the internet to access relevant information.</li> <li>Developing and maintaining contacts with outside agencies, e.g. departments of the LA, Church Authorities and the DCSF.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of governing body procedures.</li> <li>Knowledge of educational legislation, guidance and legal requirements.</li> <li>Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DCSF.</li> <li>Knowledge of legislation that has an impact on the work of the governing body, e.g. DDA, Data Protection, Freedom of Information.</li> </ul>
<b>Aptitudes</b>	
<ul style="list-style-type: none"> <li>To be a person of integrity.</li> <li>To be able to maintain confidentiality.</li> <li>To be able to remain impartial. To have a flexible approach to working hours.</li> <li>To be sympathetic to the needs of others.</li> <li>To have an openness to learning and change.</li> <li>To have a positive attitude to personal development and training.</li> </ul>	

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Essential	Desirable
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Relevant personal and professional development.</li><li>• Working in an environment where experiences included taking initiative and self motivations.</li><li>• Working as a member of a team.</li></ul>	