**Clerk to the Local Governing Bodies**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience****(relevant work and other experience)** | * Good listening, oral and literacy skills. Writing accurate, concise minutes
* IT literate with Excel and Word
* Record keeping
* Knowledge of educational legislation, guidance and legal requirements
* Knowledge of data protection regulations
 | * Knowledge of the respective roles and responsibilities of governing bodies, head teachers, trust boards and DfE
* Attended the National Training Programme for Clerks or its equivalent
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| **Personal qualities** | * Methodical and systematic with accurate record keeping
* Ability to work under pressure and unsupervised
* Ability to be proactive and think ahead
* High level of interpersonal skills with the ability to relate well to and communicate with all stakeholders
* Ability to maintain confidential and remain impartial
* Understanding of the need for safeguarding children
* Excellent attendance record
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