

Clerk to Governors

Person specification



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

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