



Person Specification – Clerk to the Governors

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Experience	<p>Experience of organising meetings, creating agendas and accurate concise minutes</p> <p>Experience of working with confidential and/or sensitive information</p> <p>Experience of effective communication to help resolve question or concerns</p> <p>Experience of effective record keeping to an evidential level, information retrieval and the timely dissemination of data/documentation to the relevant people</p>	<p>Knowledge of governing body procedure and/or experience</p> <p>Knowledge of educational legislation, guidance and legal requirements</p> <p>Awareness of data protection legislation to handle information securely in a confidential and impartial manner</p> <p>Experience of clerking, ideally within an educational establishment</p>	<p>Application Form</p> <p>Interview</p>
Skills & Abilities	<p>Well organised and flexible approach to work</p> <p>Ability to work constructively and supportively in a team</p> <p>Good attention to detail</p> <p>Effective user of Microsoft (Word, Excel) or similar</p> <p>Use the internet to access relevant information</p>	<p>Knowledge of the respective roles and responsibilities of the governing board, the ESFA, LA and DfE</p>	<p>Application Form</p> <p>Interview</p>
Qualifications & Training	<p>GCSE Maths and English grade C or above or equivalent</p>	<p>Evidence of relevant personal and/or professional qualifications</p>	<p>Application Form</p> <p>Interview</p>
Other factors	<p>Commitment to working with young people</p> <p>Willingness to attend all governor meetings at twilight and evening times</p> <p>Willingness to work in support of the inclusive ethos of the school</p>		<p>Interview</p>