



Clerk to Governors

Person Specification

This person specification lists the competencies expected of an experienced / fully-trained clerk.

The two right-hand columns provide guidance for the appointment of new clerks.

Categories		E	D
Skills, knowledge and aptitude	The clerk should be able to provide evidence of the following:		
	• Good listening, oral and literacy skills	✓	
	• Writing agendas and accurate, concise minute		✓
	• ICT – including key board skills		✓
	• Organising their time and working to deadlines	✓	
	• Organising meetings		✓
	• Record keeping, information retrieval and dissemination of governing board data / documentation, to the Governing Board and relevant partners	✓	
	• Using the internet to access relevant information		✓
	• Developing and maintaining contacts with outside agencies e.g. departments of the LA and the DfE		✓
	• Knowledge of Governing Board procedures		✓
	• Knowledge of the respective roles and responsibilities of the Governing Board, the Head teacher, the LA and the DfE		✓
	• Knowledge of Equal Opportunities and Human Rights legislation		✓
	• Knowledge of Data Protection Legislation		✓
Qualifications & training	The clerk should:		
	• Be able to demonstrate a willingness to attend appropriate training and development	✓	
	• Have already attended or make a commitment to attend the Clerks' Development Programme		✓

(E – Essential Criteria, D – Desirable Criteria)

Categories		E	D
Experience	Clerks should be able to produce evidence of: <ul style="list-style-type: none"> • Relevant personal and professional development • Working in an environment where experiences included taking initiative and self-motivation • Working as a member of a team 		✓ ✓ ✓
Personal Attributes	The Clerk should: <ul style="list-style-type: none"> • Be a person of integrity • Be able to maintain confidentiality • Be able to remain impartial • Have a flexible approach to working hours • Be sympathetic to the needs of others • Have an openness to learning and change • Have a positive attitude to personal development and training • Have good interpersonal skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Special Requirements	The clerk should: <ul style="list-style-type: none"> • Be able to work at times convenient to the Governing Board, including evening meetings • Be able to travel to meetings • Be available to be contacted at mutually agreed times 	✓ ✓ ✓	

(E – Essential Criteria, D – Desirable Criteria)