



PERSON SPECIFICATION CLERK TO GOVERNORS

Skills

The clerk should be able to provide evidence of the following:

- good listening, oral and literacy skills
- writing agendas and accurate concise minutes
- ICT including keyboarding skills
- organising their time and working to deadlines
- organising meetings
- record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners
- using the internet to access relevant information
- developing and maintaining contacts with outside agencies eg departments of the LA and the DfE.

Qualifications and training

The clerk should:

- be able to demonstrate a willingness to attend appropriate training and development
- have already attended or happy to make a commitment to attend the National Training Programme for Clerks or its equivalent.

Experience

Clerks should be able to produce evidence of

- 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:

- be a person of integrity
- be able to maintain confidentiality
- be able to remain impartial
- have a flexible approach to working hours
- have an openness to learning and change
- have a positive attitude to personal development and training
- have good interpersonal skills.