



Clerk to Governors - Person Specification

Skills, knowledge and aptitudes

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

Essential:

- excellent written and verbal communication skills;
- IT skills (Word, emails, calendar);
- ability to work collaboratively with others.

Preferred:

- knowledge of law and regulations relevant to governing bodies;
- knowledge of educational legislation, guidance and legal requirements;
- knowledge of Equal Opportunities and Human Rights legislation;
- knowledge of Data Protection legislation.

Qualifications and training

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

Essential:

- educated to GCSE level or equivalent;
- good standard of literacy and numeracy;
- a positive attitude to personal development and training in previous roles.

Preferred:

- NVQ level 2 in relevant subject or other relevant qualification.

Experience

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

Essential:

- experience of secretarial work, including minute taking, agendas and arranging meetings;
- experience of record keeping, information retrieval and dissemination of data/documentation, to a governing body or similar;
- experience of working in a role where you had to demonstrate impartiality, confidentiality and equality of opportunity for all.

Preferred:

- experience of working in an educational setting;
- working in an environment where experience includes taking initiative and self-motivation.



Special requirements

The clerk should:

Essential:

- be able to work at times convenient to the governing body, including evening meetings;
- be able to travel to meetings;
- be available to be contacted at mutually agreed times;
- have a flexible approach to working hours and attending training.