



## Whitwick St John the Baptist CE Primary School Clerk to Governors Person Specification

This person specification lists the competencies expected of a clerk to the governors.  
The two right-hand columns provide guidance for the appointment of new clerks.  
(E= Essential criteria, D= Desirable criteria)

			E	D
1	<b>Skills, knowledge and aptitudes</b>	The clerk should be able to provide evidence of the following;		
		• 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 eg departments of the LA, Church Authorities and the DfE;	✓	
		• 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 DfE;		✓
		• an understanding of Equal Opportunities legislation	✓	
		• knowledge of legislation that has an impact on the work of the governing body, e.g. DDA, Data Protection, Freedom of Information		✓

			E	D
2	<b>Qualifications and training</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>be able to demonstrate a willingness to attend appropriate training and development;</li> </ul>	✓	
3	<b>Experience</b>	<p>Clerks should be able to produce evidence of:</p> <ul style="list-style-type: none"> <li>relevant personal and professional development</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>working in an environment where experiences included taking initiative and self-motivations;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>working as a member of a team.</li> </ul>		✓
4.	<b>Personal attributes</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>be a person of integrity;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>be able to maintain confidentiality</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>be able to remain impartial;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>have a flexible approach to working hours;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>be sympathetic to the needs of others;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>have an openness to learning and change;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>have a positive attitude to personal development and training;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>have good interpersonal skills</li> </ul>	✓	
5	<b>Special Requirements</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>be able to work at times convenient to the governing body, including evening meetings;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>be able to travel to meetings;</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>be available to be contacted at mutually agreed times</li> </ul>	✓	