



Clerk to Governors - Person Specification

<p>This person specification lists the competencies expected of a clerk to the governors (E= Essential criteria, D= Desirable criteria)</p>	
<p>1 Skills, knowledge and aptitudes</p>	
<ul style="list-style-type: none"> • Good listening, oral and writing skills 	E
<ul style="list-style-type: none"> • Writing accurate and concise minutes; 	E
<ul style="list-style-type: none"> • Competent computer skills 	E
<ul style="list-style-type: none"> • Organising their time and working to deadlines 	E
<ul style="list-style-type: none"> • Efficiently organising meetings; 	E
<ul style="list-style-type: none"> • Record keeping, information retrieval and dissemination of data/documentation, to the relevant people; 	E
<ul style="list-style-type: none"> • Developing and maintaining contacts with outside agencies e.g. departments of the LA, the Southwark Diocesan Board of Education (SDBE) and the DfE; 	E
<ul style="list-style-type: none"> • Willingness to learn about governing body procedures; 	D
<ul style="list-style-type: none"> • Ability to develop a good knowledge of educational legislation, guidance and legal requirements; 	D
<ul style="list-style-type: none"> • Willingness to develop an understanding of the respective roles and responsibilities of the governing board, the headteacher, the LA, the SDBE and the DfE; 	D
<ul style="list-style-type: none"> • An understanding of Equal Opportunities legislation 	D

<ul style="list-style-type: none"> • Knowledge of legislation that has an impact on the work of the governing board, e.g. Disability Discrimination Act (DDA), Data Protection, Freedom of Information 	D
<ul style="list-style-type: none"> • Using the internet to access relevant information; 	E
2	
Qualifications and training	
<ul style="list-style-type: none"> • The Clerk should be able to demonstrate a willingness to attend appropriate training and development; 	E
3	
Experience	
Clerks should be able to produce evidence of:	
<ul style="list-style-type: none"> • Relevant personal and professional development; 	E
<ul style="list-style-type: none"> • Working in an environment where experience has included taking initiative and self-motivation; 	E
<ul style="list-style-type: none"> • Working as a member of a team. 	D
4.	
Personal attributes	
The clerk should:	E
<ul style="list-style-type: none"> • Be in sympathy with and supportive of the Christian ethos of the School. 	E
<ul style="list-style-type: none"> • Be a person of integrity; 	E
<ul style="list-style-type: none"> • Be able to maintain confidentiality; 	E
<ul style="list-style-type: none"> • Be able to remain impartial; 	E
<ul style="list-style-type: none"> • Have a flexible approach to working hours and a willingness to be involved in a variety of tasks; 	E
<ul style="list-style-type: none"> • Be sympathetic to the needs of others; 	E
<ul style="list-style-type: none"> • Have an openness to learning and change; 	E
<ul style="list-style-type: none"> • Have a positive attitude to personal development and training; 	E
<ul style="list-style-type: none"> • Have good interpersonal skills. 	E

5 Special Requirements	
• Be able to work at times convenient to the governing board, including evening meetings that start at 6pm;	E
• Be able to travel to meetings (usually at the school but on occasion to the LA or SDBE offices or other locations);	E
• Be available to be contacted at mutually agreed times;	E
• Have access to a computer with email and internet facilities;	E
• There is an expectation that the clerk will work for the governing board for between 6 and 10 hours per week during term time;	E
• Be available for performance review, at least annually.	E

To apply, send a CV and a letter by email to Mr. Richard Mash, Chair of Governors, Richard@mashes.co.uk