



CLERK TO GOVERNORS PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p>Knowledge/Qualifications</p> <ul style="list-style-type: none">• NVQ Level 2/3 or equivalent• GCSE or equivalent level in English• Knowledge of educational legislation, guidance and legal requirements relevant to the governing body• Knowledge of the roles, responsibilities and procedures of the governing body, the Head of School, the LEA and Church Authorities and the DfES
<p>Skills/Abilities</p> <ul style="list-style-type: none">• Good general communication skills• Excellent, accurate, and concise writing skills• Good organisational skills – able to prioritise workload• Excellent record keeping, information retrieval and dissemination of governing body data/documentation• Tact, diplomacy, confidentiality and sensitivity• Ability to use appropriate IT equipment as required by the governing body• An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
<p>Experience: Experience of committee working, clerking of committees or serving as a school governor</p>
<p>Personal Qualities:</p> <ul style="list-style-type: none">• A flexible approach to work• A sense of responsibility and integrity• Positive attitude to personal development and training• Openness to learning and change• Tact and diplomacy• Confidentiality• Ability to remain impartial
<p>Special Factors:</p> <ul style="list-style-type: none">• Able to travel to meetings• Available to be contacted at mutually agreed times