



Person Specification - Clerk to Governors

Requirement	Essential/ Desirable	Evidence
Skills		
Ability to manage own time efficiently and prioritise workloads	Essential	Application/Interview
Ability to work as part of a team and on own initiative	Essential	Application/Interview
Ability to keep to deadlines	Essential	Application/Interview
Ability to keep appropriate records	Essential	Application/Interview
Excellent communication skills, both written and oral	Essential	Application/Interview
Ability to prepare agendas and take minutes of meetings	Essential	Application/Interview
Word-processing skills	Essential	Application/Interview/S hort task
Ability to work in a confidential manner	Essential	Application/Interview
Willingness to learn new skills and undertake training	Essential	Application/Interview
Experience		
Experience of school clerking, including preparation of agendas, taking minutes and advising members committees on relevant legislation and procedures	Desirable	Application/Interview
Experience of Internet use and e-mailing	Essential	Application/Interview
Experience of working in a school or educational environment	Desirable	Application/Interview
Knowledge		
A commitment to Equal Opportunities legislation	Essential	Interview
Awareness of Child Protection/Safeguarding requirements or willingness to undertake training	Essential	Interview
Awareness of data Protection/Freedom of Information requirements	Desirable	Interview

Requirement	Essential/ Desirable	Evidence
Personal Qualities		
High level of communication skills	Essential	Interview
Demonstrate a high level of commitment to build and maintain successful relationships with governors	Essential	Interview
Able to prioritise time and tasks	Essential	Interview