BARHAM PRIMARY SCHOOL CLERK TO GOVERNORS PERSON SPECIFICATION

This person specification lists the competencies expected of an experienced/fully-trained clerk. The two right-hand columns provide guidance for the appointment of new clerks. (E= Essential criteria, D = Desirable criteria) Sections E D

	Sections		Е	D
1	Skills, knowledge and aptitudes	The clerk should be able to provide evidence of the following:		
		 good listening, oral and literacy skills; 	E	
		 writing agendas and accurate concise minutes; 	E	
		 ICT including keyboarding skills; 		D
		 organising their time and working to deadlines; 	Е	
		 organising meetings; 	Е	
		 record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; 	E	
		 using the internet to access relevant information; 	Е	
		 developing and maintaining contacts with outside agencies eg departments of the LA, Church Authorities and the DfES; 		
		 knowledge of governing body procedures; 	Е	
		 knowledge of educational legislation, guidance and legal requirements; 	E	
		 knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DfES. 	E	
		 knowledge of Equal Opportunities and Human Rights legislation; 		D
		 knowledge of Data Protection legislation. 		D
2	Qualifications and training	The clerk should:		
		 be able to demonstrate a willingness to attend appropriate training and development have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent. 	E	D
3	Experience	Clerks should be able to produce evidence of:		
		 relevant personal and professional development; working in an environment where experiences included taking initiative and self motivation; working as a member of a team. 	E	D

4	Personal attributes	The clerk should: • be a person of integrity; • be able to maintain confidentiality; • be able to remain impartial; • have a flexible approach to working hours; • be sympathetic to the needs of others;	E E E E	
		 be sympathetic to the needs of others, have an openness to learning and change; have a positive attitude to personal development and training; have good interpersonal skills. 	E E E	
5	Special requirements	 The clerk should: 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. 	E E E	