

Clerk to the Governing Body – Person Specification

KNOWLEDGE

Ability to take and process minutes accurately

A high standard of English with accurate spelling & grammar

Administrative skills including letter writing and photocopying

Experience in a secretarial or clerical position with accountable bodies

Awareness of the importance of confidentiality

An understanding of governing body procedures

An understanding of education, educational issues and law;

An understanding of the relative roles and responsibilities of the governing body, the head teacher, the LA, and the DfE.

The clerk must understand and have due regard for equal opportunities and human rights.

PROBLEM SOLVING SKILLS

The ability to follow up questions raised by governors and where necessary offer appropriate solutions.

INTERPERSONAL COMMUNICATIONS & TEAMWORKING SKILLS

Ability to communicate effectively and give clear advice

The clerk should be sensitive to the different perspectives of members of the school and broader communities

The ability to use tact and discretion

Have the confidence to promote adherence to the legal framework for governing bodies.

Awareness of the importance and be able to maintain confidentiality

PHYSICAL SKILLS

Typing / word processing and IT skills

Administrative skills including letter writing and photocopying



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INITIATIVE & INNOVATION
Sound work and time organisational skills
Ability to work under pressure and meet deadlines
Ability to work on own initiative
SUPERVISION/MANAGEMENT SKILLS
MANAGEMENT OF RESOURCES
WORKING CONDITIONS
To be able to work at times convenient to the governing body, including evening meetings
Provide own IT facilities (computer, internet connection & Microsoft Office)
Provide own telephone
Provide own transport
To be available to be contacted during the day and evening, not exclusively in office hours.

The school will provide a work point and photo copying facilities for the clerk and a place to maintain governors' files and library.



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