

Clerk to the governors: person specification

(D) = desirable; all others are essential. Please provide evidence of each.

Criteria	Assessed at application stage (A) or interview stage (I)
1 Qualifications and training • Able to demonstrate a willingness to attend appropriate training and development • Have already attended, or willing to attend, the National Training Programme for clerks or its equivalent • Hold at least five GCSEs (or equivalent qualification) grade C or above, including mathematics and English	AI I A
2 Experience • Relevant personal and professional development • Working in an environment where experiences included taking initiative and having self-motivation • Working as a member of a team	AI I AI

3 Skills, knowledge and aptitudes • Good listening, oral and literacy skills showing an ability to communicate information effectively both verbally and in writing • Strong ICT skills, including word and excel • Excellent time management skills and the ability to work unsupervised • Organising meetings, record keeping, information retrieval and dissemination of data and documentation to others • Using the internet to access relevant information, developing and maintaining contacts with outside agencies such as departments of local authority, AfC and the DfE Knowledge of: (D) Governing board procedures (D) Education legislation, guidance and legal requirements	AI AI AI AI I I
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(D) Respective roles and responsibilities of the governing board, the headteacher, the local authority, AfC and the DfE (D) Equal opportunities and human rights legislation (D) General Data Protection Regulation (GDPR) legislation	I I I I
4 Personal attributes • Be able to maintain confidentiality • Have a flexible approach to working hours	I AI
5 Special requirements • Be able to work at times convenient to the governing board, including morning and evening meetings • Be able to travel to meetings • Be available to be contacted at mutually agreed times • Be able to work from home with compatible hardware and software and ensure use of remote internet access, updating antivirus software regularly	AI AI A A