

Person Specification

Post Title: Clerk to Governors Level 1

Sections	Essential	Desirable
Skills, Knowledge and Aptitudes	The clerk should be able to provide evidence of the following:	
	<ul style="list-style-type: none"> • good listening, oral and literacy skills; • writing agendas and accurate concise minutes • organising their time and working to deadlines • organising meetings • ICT including keyboarding skills 	<ul style="list-style-type: none"> • record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners • developing and maintaining contacts with outside agencies, e.g. departments of the LA, Church Authorities • knowledge of governing body procedures
Qualifications and Training	The clerk should:	
	<ul style="list-style-type: none"> • be able to demonstrate a willingness to attend appropriate training and development 	
Experience	Clerks should be able to produce evidence of:	
	<ul style="list-style-type: none"> • relevant personal and professional development 	<ul style="list-style-type: none"> • working in an environment where experiences included taking initiative and self motivation • working as a member of a team.
Personal	The clerk should:	

Attributes	<ul style="list-style-type: none"> • 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 • have an openness to learning and change • have a positive attitude to personal development and training • have good interpersonal skills 	
Special Requirements	The clerk should:	
	<ul style="list-style-type: none"> • 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 	