

Clerk to the Governors at The Bulmershe School – 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.

Section	Essential Requirements	Desirable Requirements
Skills, knowledge and aptitudes	<p>The candidate must be able to provide evidence of the following:</p> <ul style="list-style-type: none"> good listening, oral and literacy skills; ICT including keyboarding skills; organising their time and working to deadlines; record keeping, information retrieval and dissemination of data/documentation; using the internet to access relevant information; 	<p>Candidates may be able to provide evidence of the following:</p> <ul style="list-style-type: none"> writing agendas and accurate concise minutes; organising meetings; developing and maintaining contacts with outside agencies e.g. departments of the Local Authority, and the DfES; knowledge of governing body procedures; knowledge of educational legislation, guidance and legal requirements; knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA and the DfES. knowledge of Equal Opportunities and Human Rights legislation; knowledge of Data Protection legislation.
Qualifications and training	<p>The clerk should:</p> <ul style="list-style-type: none"> be able to demonstrate a willingness to attend appropriate training and development; 	<p>The clerk should:</p> <ul style="list-style-type: none"> have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.

Experience	<p>Clerks should be able to produce evidence of:</p> <p>working as a member of a team.</p> <p>working in an environment where experiences included taking initiative and self motivation;</p>	<p>Clerks should be able to produce evidence of:</p> <p>relevant personal and professional development;</p>
Personal attributes	<p>The clerk should:</p> <p>be a person of integrity;</p> <p>be able to maintain confidentiality;</p> <p>be able to remain impartial;</p> <p>have a flexible approach to working hours;</p> <p>be sympathetic to the needs of others;</p> <p>have an openness to learning and change;</p> <p>have a positive attitude to personal development and training;</p> <p>have good interpersonal skills.</p>	
Special requirements	<p>The clerk should:</p> <p>be able to work at times convenient to the governing body, including evening meetings;</p> <p>be able to travel to meetings;</p> <p>be available to be contacted at mutually agreed times.</p>	