**Person Specification**

|  |  |
| --- | --- |
| School: Bussage C. of E. (Aided) Primary School | |
| Job Title: Clerk to the Governing Body / Committee Clerk | Salary: Grade G |

**Skills and knowledge**

The clerk should be able to demonstrate/have a willing to learn the following:

* Good listening, oral, literacy and communication skills.
* Writing agenda and accurate concise minutes.
* Organising their time and working to deadlines.
* Record keeping, information retrieval and dissemination of documentation.
* Developing and maintaining contacts.
* Knowledge of the Governing Body procedures.
* Knowledge of relevant educational legislation, guidance and legal requirements.
* Knowledge of the respective roles and responsibilities of the governing body, the headteacher(s), and DfE.
* A broad knowledge of the school’s’ activities and how they contribute to performance as a whole.
* Basic awareness of inclusion, especially within a school setting.
* Able to use ICT securely and safely and to support/encourage governors to also use ICT.
* Be able to organise their own time and work to deadlines.

**Qualifications and training**

The clerk should:

* Hold a Level 2 qualification in numeracy/maths and literacy/English or equivalent qualification.
* Be able to demonstrate a willingness to attend appropriate training and development.
* Have already attended or make a commitment to attend the LA training for Clerks.

**Experience**

The Clerk should have experience of:

* Working as a member of a team.
* Working in a committee setting that involves attending meetings, following procedure, protocol etc.
* Experience of administrative/financial work ideally in a school context.

**Personal attributes**

The clerk should:

* Be a person of integrity.
* Be able to maintain confidentiality.
* Be able to remain impartial.
* Have a flexible approach that matches the needs of the Governing Body.
* Have good interpersonal skills.

**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.