

PERSON SPECIFICATION

JOB TITLE: Clerk to Governors
GRADE:
PREPARED BY:

DEPARTMENT: Education
POST NO:
DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
D	Evidence of relevant personal and professional development.		A/I
D	Work experience in an environment where experience included taking initiative and self-motivation.		A/I
D	Experience of working as part of a team.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Writing agendas and accurate, concise minutes.		A/I/T
D	Organising meetings.		A/I/T
E	Record keeping, information retrieval and dissemination of documentation / data to others.		A/I
E	Knowledge of Governing Body procedures.		A/I
E	Knowledge of educational legislation, guidance and legal requirements.		A/I
E	Knowledge of roles and responsibilities of Governing Body, Headteacher, LA, Church Authorities and DfE.		
D	Knowledge of Equal Opportunities, Human Rights, Data Protection and Freedom of Information legislation.		
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Excellent communication skills and ability to offer advice at appropriate times.		A/I
E	Good listening, oral and literacy skills.		A/I
E	Good ICT, keyboard and use of internet skills.		A/I
E	Able to organise time and work to deadlines.		A/I
D	Able to develop and maintain contacts with outside agencies e.g. LA, DfE, Church Authorities.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
D	4 GCSEs including English Grade C or above.		A/I
D	NVQ Level 3 relevant qualification.		A/I
E	Able to demonstrate willingness to attend appropriate training and development.		A/I
E	Have already attended or make a commitment to attend the National Training Programme for Clerks to Governors.		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	High level of integrity, impartial, able to maintain confidentiality.		A/I
E	Sympathetic to the needs of others / good interpersonal skills.		A/I
E	Flexible approach to working hours / open to learning and change.		A/I
E	Positive attitude to personal development and training.		A/I
			A/I

	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
E	Able to work at times convenient to the Governing Body, including evening meetings.		
E	Able to travel to meetings.		
E	Able to be contacted at mutually agreed times.		
	CONTRA INDICATIONS, if any	W =	
			A/I