



# Abbots Ripton CE Primary School

## Clerk to the Governing Body

### Person Specification

<b>1. Skills, knowledge and aptitudes</b>	<b>E</b>	<b>D</b>
• Good listening, oral and literacy skills	E	
• Writing agendas and accurate concise minutes	E	
• Organising their time and working to deadlines	E	
• ICT including keyboard skills		D
• Organising meetings	E	
• Record keeping, information retrieval and dissemination of governing body data/documentation to the governing body and relevant partners	E	
• Using the internet to access relevant information		D
• Developing and maintaining contacts with outside agencies e.g. departments of the LA, and the DfE		D
• Knowledge of Equal Opportunities and Human Rights legislation		D
• Knowledge of Data Protection and Freedom of Information legislation		D
• Knowledge of educational legislation, guidance and legal requirements		D
• Knowledge of governing body procedures		D
• Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA, and the DfE		D
• Writing agenda and accurate concise minutes		D
<b>2. Qualifications and training</b>	<b>E</b>	<b>D</b>
• Be able to demonstrate a willingness to attend appropriate training and development	E	
• Have obtained or make a commitment to obtain the Clerks Accreditation		D
<b>3. Experience</b>	<b>E</b>	<b>D</b>
• Relevant personal and professional development		D
• Working as a member of a team		D
• Working in an environment where experience included taking initiative and self-motivation		D
<b>4. Personal attributes</b>	<b>E</b>	<b>D</b>
• Be a person of integrity	E	
• Be able to maintain confidentiality	E	
• Be able to remain impartial	E	
• Be sympathetic to the needs of others	E	
• Have a flexible approach to working hours	E	
• Have good interpersonal skills	E	
• Have an openness to learning and change	E	
• Have a positive attitude to personal development and training	E	
<b>5. Special requirements</b>	<b>E</b>	<b>D</b>
• Be able to travel to meetings	E	
• Be able to work at times convenient to the governing body, including evening meetings	E	
• Be available to be contacted at mutually agreed times	E	

This person specification should be read alongside the job description to gain as full a picture as possible of the work involved. Any one taking up the position of Clerk to Governors will gain an increased knowledge and understanding of schools and education and will become involved in the local community as well as gain in personal development and satisfaction. They will also be paid unlike the governors they serve who are all volunteers.