**Clerk to Governors**

**Personal specification**

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| **Attribute** | **Essential** | **Desirable** |
| Skills, Knowledge and Aptitudes | * Experience of writing agendas and accurate, concise minutes
* Good listening, oral and literacy skills
* Ability to organise time & work to deadlines
* ICT including keyboard skills
* Using the internet to access relevant information
* Ability to work in an organised and methodical manner
* Ability to work as a team member with the Governing Body, Headteacher and SLT.
* Experience of organising meetings
* Experience of record keeping and logging of governance documentation.
 | * Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes
* Developing and maintaining contacts with outside agencies e.g. Governor Support
* Knowledge of educational legislation, guidance & legal requirements
* Knowledge of the respective roles and responsibilities of the governing board, Headteacher, SLT, the local authority & the DfE
* Awareness of data protection legislation to handle information securely in a confidential & impartial manner
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| Qualifications & Training | * Maths and English GCSE grade C or equivalent
 | * Governance clerking qualification
* Good Higher Education or Further Education qualifications
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| Experience | * Experience of taking initiative and self-motivation
* Evidence of working as a member of a team
 | * Evidence of relevant personal and/or professional development
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| Personal qualities | * Friendly, helpful and approachable
* Self-motivated
* Demonstrate & maintain integrity, impartiality & confidentiality
* Have a flexible approach to working hours
* Ability to demonstrate commitment to equal opportunities
* Have good interpersonal and communication skills
* Have an openness to learning and change
* Be sympathetic to the needs of others
* Dedicated to safeguarding and promoting the welfare of children.
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| Special requirements | * Ability to work at times convenient to the governing board, specifically evenings.
* Ability to travel to meetings at Loxwood School.
* Available to be contacted at mutually convenient times
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