

Clerk to the Trust and Governors: 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.

(D = Desirable criteria, E = Essential criteria)

		Sections	D	E
1	Skills, knowledge and aptitudes	The clerk should be able to provide evidence of the following:		E
		• good listening, oral and literacy skills;		E
		• writing agendas and accurate concise minutes;		E
		• ICT including keyboarding skills		E
		• organising their own time, using initiative and working to deadlines		E
		• organising meetings		E
		• record keeping, information retrieval and dissemination of governing body information, to the Board, 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, Church Authorities and the DfES;	D	
		• knowledge of governing body procedures;	D	
		• knowledge of educational and academy legislation, guidance and legal requirements;	D	
		• knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA and the DfE;	D	
		• knowledge of Equal Opportunities and Human Rights legislation;	D	
• knowledge of Data Protection legislation.	D			
2	Qualifications and training	The clerk should:		
		• be able to demonstrate a willingness to attend appropriate training and development;		E
		• have NVQ Level 3 in Business Administration or equivalent experience		E
		• have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent	D	
3	Experience	Clerks should be able to produce evidence of:		
		• relevant personal and professional development	D	
		• working in an environment where experiences included taking initiative and self-motivation;	D	
		• working as a member of a team.	D	
4	Personal attributes	The clerk should		
		• Demonstrate and maintain integrity, impartiality and confidentiality		E
		• Ability to demonstrate commitment to equal opportunities		E
		• have a flexible approach to working hours;		E
		• be sympathetic to the needs of others;		E
		• have an openness to learning and change;		E
		• have a positive attitude to personal development and training;		E
		• have good interpersonal skills.		E
5	Special Requirements	The clerk should: be		
		• available to be contacted at mutually agreed times.		E
		• be able to work at times convenient to the Trustees and governing body, including evening meetings;		E
		• be able to travel to meetings;		E