

## **Person Specification**

**Post Title:** Clerk to the Governors

**Reporting to:** Chair of Governors / Headteacher

<b>Category</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"><li>• Good general education including GCSEs (or equivalent) in English and Mathematics</li><li>• Commitment to undertake relevant clerking and governance training</li></ul>	<ul style="list-style-type: none"><li>• Relevant administrative or governance qualification</li><li>• Accredited clerk training (e.g. NGA or Local Authority)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of administrative work including document preparation and record keeping</li><li>• Experience of attending meetings and producing accurate minutes</li><li>• Experience of working with confidential information</li></ul>	<ul style="list-style-type: none"><li>• Experience clerking governing bodies or committees</li><li>• Experience working in a school or educational setting</li><li>• Knowledge of school governance structures</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent written communication skills</li><li>• Strong organisational and time-management skills</li><li>• Ability to work independently and meet deadlines</li><li>• Good IT skills (email, word processing, online systems)</li><li>• Understanding of confidentiality</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of education legislation and governance requirements</li><li>• Experience using governance systems (e.g. GovernorHub)</li><li>• Understanding of GDPR and safeguarding</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• High level of accuracy and attention to detail</li><li>• Professional, reliable, and discreet</li></ul>	<ul style="list-style-type: none"><li>• Confidence advising governors on procedural matters</li></ul>

Category	Essential Requirements	Desirable Requirements
	<ul style="list-style-type: none"> <li>• Ability to work with a range of stakeholders</li> <li>• Flexible to attend evening meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional development</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Willingness to undergo an enhanced DBS check</li> </ul>	<ul style="list-style-type: none"> <li>• Previous safeguarding training</li> </ul>