

Person Specification

Post Title: Clerk to the Governors

Reporting to: Chair of Governors / Headteacher

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

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