



**Clerk to Governors  
Person Specification**

Attributes	Essential	Desirable
Qualifications and Training	The clerk should be able to provide evidence of: <ul style="list-style-type: none"> <li>○ Confident numeracy and literacy skills</li> <li>○ a willingness to learn and attend appropriate training</li> </ul>	<ul style="list-style-type: none"> <li>○ A recognised secretarial qualification</li> <li>○ Relevant personal and professional development</li> </ul>
Skills, knowledge and aptitude	The clerk should be able to provide evidence of: <ul style="list-style-type: none"> <li>○ general clerical and administrative duties including writing agendas and accurate concise minutes</li> <li>○ record keeping, information retrieval and dissemination of data/documentation to relevant partners</li> <li>○ good listening, oral and literacy skills within the workplace</li> <li>○ Good, accurate keyboard skills</li> <li>○ Good working knowledge of Word, Excel, Power Point &amp; Outlook</li> <li>○ Experience of working under pressure and working towards and meeting deadlines</li> </ul>	<ul style="list-style-type: none"> <li>○ Working within a school or busy office environment</li> <li>○ Working with a wide range of people</li> </ul>
Personal	The clerk should: <ul style="list-style-type: none"> <li>○ have good interpersonal skills.</li> <li>○ have a professional, proactive and organised approach</li> <li>○ have a flexible approach to working hours;</li> <li>○ be able to maintain confidentiality</li> <li>○ be able to remain impartial;</li> <li>○ have a positive attitude to personal development and training;</li> <li>○ be sympathetic to the needs of others;</li> </ul>	
Special requirements	The clerk should <ul style="list-style-type: none"> <li>○ be able to work at times convenient to the governing body, including evening meetings;</li> <li>○ be able to travel to meetings;</li> <li>○ be available to be contacted at mutually agreed times.</li> </ul>	