**Academies South West**

**Person Specification**

Clerk to the Governors

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| **Attributes/**  **Requirements** | **Essential** | **Desirable** | **How Identified** |
| **Skills, Knowledge & Aptitudes** | * Excellent listening, oral and literacy skills * ICT including keyboarding skills * Organising their time and working to deadlines * Organising meetings and co-ordinating people * Record keeping, information retrieval and dissemination of governing body data/documentation to the governing body and relevant partners * Using the internet to access relevant information | * Writing agendas and accurate concise minutes * Developing and maintain contacts with outside agencies * Knowledge of governing body procedures * Knowledge of educational legislation, guidance and legal requirements * Knowledge of respective roles and responsibilities of the governing body, Executive and Associate Headteachers and DfE * Knowledge of equal opportunities and human rights legislation * Knowledge of data protection legislation | * Application form * At Interview |
| **Education, Qualifications and Training** | * GCSE qualification is in Maths and English (or an equivalent level of numeracy and literacy skills) * Be able to demonstrate a willingness to attend appropriate training | * Have already attend or make a commitment to attend National Training Programme for Clerks or equivalent training | * Application form * Examination of Certificates * Interview |
| **Experience** | * Working in an environment where experiences included taking initiative and self-motivation | * Relevant personal and professional development * Working as a member of a team | * Application Form * Interview * References |

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| **Attributes/**  **Requirements** | **Essential** | **Desirable** | **How Identified** |
| **Personal Qualities** | * Be a person of integrity * Be able to maintain confidentiality * Be able to remain impartial * Have a flexible approach to working hours * Be sympathetic to needs of others * Have an openness to learning and change * Have a positive attitude to personal development and training * Be able to confidently address groups of people and individuals * Have excellent interpersonal skills |  | * Interview * References |
| **Special Requirements** | * Be able to work at time convenient to the governing body inc evening meetings * Be able to travel to meetings * Be available to be contacted at mutually agreed times * Have regular access to a PC, printer and internet facilities |  | * Interview |