**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
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| **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
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| **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
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| **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
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