

HILLESLEY CE VA PRIMARY SCHOOL – CLERK TO GOVERNORS’ PERSON SPECIFICATION

Essential	Desirable
Qualifications & Training	
GCSE English and Maths or equivalent	Computer software training: Word, Excel
Knowledge and Skills	
<ul style="list-style-type: none"> • Good interpersonal skills including listening, oral and writing skills. • Writing agenda and accurate, concise minutes. • Use of IT and particularly Word. • Effective time management and working to deadlines. • Organising meetings. • Record keeping, information retrieval and dissemination of data/documentation, to the relevant people. • Using the internet to access relevant information. • An understanding of Equal Opportunities legislation • Developing and maintaining contacts with outside agencies, e.g. departments of the LA, Diocese and the DfE. 	<ul style="list-style-type: none"> • Knowledge of governing body procedures. • Knowledge of educational legislation, guidance and legal requirements. • Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Diocese and department for Education (DfE) • Knowledge of legislation that has an impact on the work of the governing body, e.g. DDA, Data Protection, Freedom of Information. • Familiarity with Microsoft Office 365 including Teams
Aptitudes	
<p>To be a person of integrity. To be able to maintain confidentiality. To be able to remain impartial. To have a flexible approach to working hours. To be sympathetic to the needs of others. To have an openness to learning and change. To have a positive attitude to personal development and training.</p>	
Experience	
<p>Relevant personal and professional development Experiences that demonstrate taking initiative and self motivation Working as a member of a team</p>	Previous experience as a clerk or equivalent.