



Malmesbury C of E Primary School Sutton Benger CE VA Primary School



Person Specification – Clerk to Governors

	ESSENTIAL	DESIRABLE
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Good listening, oral and literacy skills • Ability to record information concisely and accurately • ICT competence • Time management and organisational skills 	<ul style="list-style-type: none"> • Develop and maintain contacts with outside agencies (eg: the LA, Diocese and DfES) • Knowledge of governance procedures • Knowledge of Equal Opportunities and Data protection legislation
Qualifications and training	<ul style="list-style-type: none"> • Five A*-C grades at GCSE or equivalent level of education • A strong commitment to undertake further professional development 	<ul style="list-style-type: none"> • Holds a relevant clerking qualification (eg: National Training Programme for Clerks)
Experience		<ul style="list-style-type: none"> • Worked in an environment where experiences included taking initiative and self-motivation • Worked as a member of a team
Personal attributes	<ul style="list-style-type: none"> • Has integrity • Respects and maintains confidentiality • Impartiality • Flexible approach to working hours • Sympathy to the needs of others • Openness to learning and change • Positive attitude to personal development and training • Good interpersonal skills 	
Other requirements	<ul style="list-style-type: none"> • Able to work at times convenient to the governing body, including attendance at evening meetings • Able to be contacted at mutually agreed times 	