



PERSON SPECIFICATION: Clerk to the Governors

Criteria	Essential	Desirable	Assessed by
Qualifications and Attainments - Degree - Level 3 qualification - Disclosure and Barring Service check – enhanced level (with a children's barred list)	 √ √	 √ 	 AF AF and Appt Appt
Training, experience and knowledge - A willingness to attend the National Training Programme for Clerks, or its equivalent - Experience of I T - Ability to work with other staff in a team - Knowledge of Governing Body procedures - Knowledge of educational legislation, guidance and legal requirements - Willingness to undertake CPD including Health and Safety training - Experience of working with governing bodies	 √ √ √ √ √ 	 √ √ 	 Interview AF and Int AF and Int AF and Int AF and Int AF and Int AF and Int
Personal skills and attributes - Highly effective communication skills - Organising meetings - Record keeping, information retrieval and dissemination of governing body data /documentation, to the governing body and relevant partners - Positive and enthusiastic - Calm, with the ability to work under pressure - Have good interpersonal skills - Be able to maintain confidentiality and remain impartial - Flexibility and readiness to undertake a wide range of tasks - A commitment to team-work and the interests of the College as a whole - A clear commitment to the College's safeguarding and equality and diversity strategies.	 √ √ √ √ √ √ √ √ √	 	 AF and Int AF and Int AF and Int AF and Int AF and Int Int Int AF and Int AF and Int AF and Int

It will be helpful if you address these criteria in your application.