

Clerk Person Specification

Skills, Knowledge & Aptitudes	Essential / Desirable
Good listening, oral and literacy skills	E
Preparing agendas and producing accurate, concise minutes	E
ICT including keyboard skills and good knowledge of Microsoft Office, use of Teams and use of cloud based shared areas such as GovernorHub.	E
Organising time and working to deadlines	E
Record keeping & information retrieval and updating all relevant governor board records at least termly	E
Knowledge of governing board procedures and legislation	D
Knowledge of educational legislation, guidance and legal requirements	D
Administrative and organisational skills	E
Knowledge of GDPR Legislation	D
Qualification and Training	
Ability to attend appropriate training and development	E
Experience	
Experience of carrying out a clerking role	D
Relevant personal and professional development	E
Experiences including taking initiative and self-motivation, working independently	E
Working as a member of a team	E
Personal Attributes	
Be able to maintain confidentiality	E
Be able to remain impartial	E

Have a flexible approach to working hours, availability during term time and ability to check in on emails at least 3 times a week	E
Have a positive attitude to personal development & training	E
Special Requirements	
Be able to work at times convenient to the governing board including evening and early morning meetings	E
Be able to travel to meetings	E
Be available to be contacted at mutually agreed times	E