



# Ashwell Primary School

*Shaping futures: Together we learn, care and grow*

## **Clerk to the Governing Board – Person Specification**

Criteria	Selection Criteria - Qualifications / Experiences / Qualities	
	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Be able to demonstrate a willingness to attend appropriate training;</li> </ul>	<ul style="list-style-type: none"> <li>Maths and English GCSE grade C or equivalent</li> <li>Have already attended or made a commitment to attend a training programme for Clerks or equivalent training offered by the LA.</li> </ul>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good listening, oral and literacy skills</li> <li>Ability to organise time &amp; work to deadlines</li> <li>Ability to take accurate minutes and maintain efficient record keeping systems</li> <li>Competent in the use of ICT including keyboard skills</li> <li>Using the internet to access relevant information</li> <li>Ability and willingness to work individually, using own initiative</li> <li>Ability to work in an organised and methodical manner</li> <li>Ability to work as a team member</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of relevant personal and/or professional development</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an administrative capacity</li> <li>Experience of writing agendas and accurate, concise minutes</li> <li>Experience of taking initiative and self-motivation</li> <li>Evidence of working as a member of a team</li> <li>Experience of organising meetings</li> <li>Experience of record keeping</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes</li> <li>Knowledge of educational legislation, guidance &amp; legal requirements</li> <li>Knowledge of the respective roles and responsibilities of the governing board, Principal, the LA &amp; the DfE</li> <li>Knowledge of data protection legislation</li> <li>Experience of handling information securely in a confidential &amp; impartial manner</li> <li>Previous experience of working in a school environment</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Demonstrate &amp; maintain integrity, impartiality &amp; confidentiality</li> <li>Be able to remain impartial</li> <li>Have a flexible approach to working hours</li> <li>Ability to demonstrate commitment to equal opportunities</li> <li>Have excellent interpersonal skills</li> <li>Have an openness to learning and change</li> <li>Be sympathetic to the needs of others</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Enthusiastic, dedicated, sympathetic and approachable with a sense of humour and fun.</li> <li>▪ Positive, resilient, self-aware, loyal, driven and flexible.</li> <li>▪ Ability to stay calm in the face of difficulties and take a problem solving, solution based approach to move forward.</li> <li>▪ A commitment to school improvement and developing own professional skills.</li> <li>▪ Ability to use and understand discretion, confidentiality and professionalism as a leader and role model.</li> <li>▪ Ability to learn from mistakes and take advice</li> </ul>	
<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to work at times convenient to the governing board, including evenings</li> <li>▪ Ability to travel to meetings when required</li> <li>▪ Available to be contacted at mutually convenient times</li> <li>▪ Have regular access to a PC, printer and internet facilities</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>