Suckley Primary School

Clerk to Governors/Governance Professional - Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS, KNOWLEDGE & APTITUDES	• Excellent IT skills • Good listening, oral and literacy skills • Ability and experience of writing accurate, concise minutes • Ability to organise time and work to deadlines • Ability to ensure statutory maintenance of records and maintenance of confidential documents	• Have a sound understanding of governance duties, responsibilities, governance legislation and procedures including statutory compliance • Have secure knowledge and understanding of the 3 core strategic functions of governance	• Application form • Interview • References
EXPERIENCE	• Experience of working in an environment where expectations include taking the initiative and self-motivation • Have worked as a member of a team	• Clerk to Governors experience	• Application form • Interview • References
QUALIFICATIONS & DEVELOPMENT	• Demonstrate a willingness to attend appropriate training and development	• Attended clerk's training in the past 5 years	• Application form
PERSONAL ATTRIBUTES	• To have good interpersonal skills • Be a person of integrity • Be able to maintain confidentiality • Be able to remain impartial • To be reliable • 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 • To have a flexible approach to working hours		• Application form • Interview • References
SPECIAL REQUIREMENTS	• Be able to work at times convenient to the Governing Body, including evening meetings, virtually and face-to-face • To be flexible to meet the demands and needs of the governing body as and when required		• Interview • References

Suckley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.