



COLLINGBOURNE C OF E PRIMARY SCHOOL

Person Specification: Clerk to Governors

Key Criteria	Essential	Desirable
Skills, Knowledge & Aptitudes	<ul style="list-style-type: none"> ▪ Good listening, oral and literacy skills. ▪ Writing agendas and accurate concise minutes. ▪ ICT skills. ▪ Good time management skills. ▪ Ability to work to deadlines. ▪ Organising meetings. ▪ Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners. 	<ul style="list-style-type: none"> ▪ Developing and maintaining contacts with other agencies e.g. the LA, Diocese, DfE. ▪ Knowledge of governing body procedures. ▪ Knowledge of educational legislation, guidance and legal requirements. ▪ Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Diocese and the DfE. ▪ Knowledge of equal opportunities, human rights and data protection legislation.
Qualifications & Training	<ul style="list-style-type: none"> ▪ Able to demonstrate a willingness to attend appropriate training and development. 	
Experience	<ul style="list-style-type: none"> ▪ Relevant personal and professional development. 	
Special Requirements	<ul style="list-style-type: none"> ▪ Able to attend evening meetings 3 x per year. 	