

| Sections | Martley CE Primary School Clerk to Governing Body Person Specification | E= Essential D = Desirable | | |
|---|--|-------------------------------|---|--|
| | | E | D | |
| Skills, knowledge and aptitudes | The Clerk should be able to provide evidence of the following: | | | |
| | • good listening, oral and literacy skills; | E | | |
| | • writing agendas and accurate concise minutes; | E | | |
| | • ability to use ICT including keyboarding skills and have access to the Internet; | E | | |
| | • ability to organise their time and be able to work to a given deadline; | E | | |
| | • ability to organise meetings and to have a flexible approach to working hours; | E | | |
| | • record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; | E | | |
| | • using the internet to access relevant information; | E | | |
| | • developing and maintaining contacts with outside agencies e.g. departments of the LA, the Diocese, the DfE; | | D | |
| | • knowledge of Governing Body procedures and an ability to maintain confidentiality; | E | | |
| | • knowledge of educational legislation, guidance and legal requirements; | | D | |
| | • knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher, the LA, the Diocese, the DfE. | | D | |
| • knowledge of Data Protection legislation, Equal Opportunities and Human Rights legislation; | | D | | |
| Qualifications and training | The clerk should: | | | |
| | • be able to demonstrate a willingness to attend appropriate training and development; | E | | |
| | • have already attended or be willing to attend the National Training Programme for Clerks or its equivalent. | | D | |
| Experience | Clerks should be able to produce evidence of: | | | |
| | • relevant personal and professional development; | | D | |
| | • working in an environment where experiences included taking initiative and self-motivation; | | D | |
| | • working as a member of a team. | | D | |
| Special Requirements | The clerk should: | | | |
| | • be able to work at times convenient to the Governing Body, including evening meetings; | E | | |
| | • be able to travel to meetings; | E | | |
| | • be available to be contacted at mutually agreed times. | E | | |

The successful candidate will be subject to an enhanced Disclosure and Barring Service check. Martley CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.