



PERSON SPECIFICATION
Job Title: CLERK TO GOVERNORS
BS5



	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE Maths and English grade A to C, 5 to 9 or equivalent.• A willingness to attend relevant training.	<ul style="list-style-type: none">• Attendance on 'Governance clerking development programme' or other relevant training.
Knowledge	<ul style="list-style-type: none">• Knowledge of Governing Board procedures and relevant education governance legislation	<ul style="list-style-type: none">• An understanding of the respective roles and responsibilities of the Governing Board.• An understanding of the General Data Protection Regulation, Data Protection Act 2018 and the Freedom of Information Act 2000.
Relevant Experience	<ul style="list-style-type: none">• Extended experience in record keeping, information retrieval and dissemination of data and documentation.• Experience in organising meetings.• Experience of taking minutes at meetings.• Experience of working with and ensuring the security of sensitive or confidential information.	<ul style="list-style-type: none">• Experience within the education sector.• Experience as a clerk with responsibilities including drawing up agendas, along with accurate and concise minutes.• Experience developing and maintaining contacts with outside agencies.
Skills	<ul style="list-style-type: none">• Excellent listening and oral and written communication skills.• High level literacy and ICT skills.• Ability to organise and prioritise own workload to work to deadlines.• Ability to self-evaluate learning needs and participate in relevant training and other learning activities as required.	<ul style="list-style-type: none">• Experience of using Sharepoint to store and share files with governors
Personal Attributes	<ul style="list-style-type: none">• Excellent interpersonal skills and ability to work as part of a team.• Ability to work independently.• Strong personal integrity.• Ability to remain impartial and maintain confidentiality.• Reliable, hard-working and flexible.	
Other	<ul style="list-style-type: none">• Ability to attend meetings at Lowther Endowed School as specified.• Ability to attend additional, preparatory meetings at mutually agreed times, during the school day.• Available to be contacted by email or by telephone at mutually agreed times.	