

PERSON SPECIFICATION
Job Title: CLERK TO GOVERNORS
 BS5



	Essential	Desirable
Qualifications	- GCSE Maths and English grade A to C, 5 to 9 or equivalent. - A willingness to attend relevant training.	Attendance on 'Governance clerking development programme' or other relevant training.
Knowledge	Knowledge of Governing Board procedures and relevant education governance legislation	- 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	- 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.	- 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	- 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.	Experience of using Sharepoint to store and share files with governors
Personal Attributes	- 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	- 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.	