



Headteacher: Mr T Moore, B.Ed (Hons) NPQH

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Clerk to the Governing Board

Person Specification

Sections	Competencies	Essential	Desirable
1 Skills, knowledge and aptitudes	The Clerk should be able to provide evidence of the following:		
	Excellent listening, oral, grammar and literacy skills	E	
	Writing agendas and accurate concise minutes	E	
	ICT including keyboarding skills and use of email and internet	E	
	Organising their time and working to deadlines	E	
	Organising meetings and co-ordinating people	E	
	Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners	E	
	Speaking skills, especially in front of groups and able to articulate well	E	
	Developing and maintaining contacts with outside agencies eg. departments of the LA, Church authorities and DfE		D
	Knowledge of governing body procedures		D
	Knowledge of educational legislation, guidance and legal requirements		D
	Knowledge of the respective roles and responsibilities of the governing body, head teacher, church authorities and the DfE		D
	Knowledge of equal opportunities and human rights legislation		D
	Knowledge of data protection legislation		D
2 Qualifications and training	The Clerk should:		
	Be able to demonstrate a willingness to attend appropriate training	E	
	Have already attended or make a commitment to attend the National Training Programmes for Clerks or equivalent training offered by the LA or other organisations		D
3 Experience	Clerks should be able to produce evidence of:		
	Relevant personal and professional development	E	
	Working in an environment where experiences included taking initiative and self- motivation	E	
	Working as a member of a team	E	
4 Personal attributes	The Clerk must:		
	Be a person of integrity	E	
	Be able to maintain confidentiality	E	
	Be able to remain impartial	E	

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	Have a flexible approach to working hours	E	
	Be sympathetic to the needs of others	E	
	Have an openness to learning and change	E	
	Have appositve attitude to personal development and training	E	
	Be able to confidently address groups of people and individuals	E	
	Have excellent interpersonal skills	E	
5 Special requirements	The Clerk must:		
	Be able to work at a time convenient to the governing body	E	
	Be able to travel to meetings	E	
	Be available to be contacted at mutually agreed times	E	
	Have regular access to a PC, printer and internet facilities.	E	