



Cheswardine Primary
and Nursery School

Goldstone Federation

Together we SHINE



Hinstock Primary School
and Hedgehogs Nursery

Goldstone Federation: Person Specification for a Clerk to Governors

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent 	<ul style="list-style-type: none"> Level 3 qualification in Clerking or equivalent
Experience	<ul style="list-style-type: none"> Experience of working with governing bodies or committees, either in a school system or elsewhere Evidence of working in administration 	<ul style="list-style-type: none"> Recent safeguarding training
Knowledge and Understanding	<ul style="list-style-type: none"> A thorough knowledge of Microsoft Outlook, including email and calendar functions ICT skills in Microsoft Office An understanding of governance in maintained schools An understanding of the role of the Clerk with the Chair of Governors and Headteacher An understanding of the Clerking Competency Framework Awareness of the DfE, Ofsted and governance regulations Experience in minute taking and the timescales around distributing meeting papers Experience in filing and other basic administrative duties Understand the voluntary role of a governor and work within their time constraints Understand and evidence the role of the governing body in holding the Headteacher to account through challenge and review. Safeguarding and the functions of DBS Understanding of GDPR and Data Protection 	<ul style="list-style-type: none"> Use of Microsoft SharePoint or an alternative shared database system such as Governor Hub. Awareness of the National Governance Association (NGA) or other governor support functions. Experience in policy management
Personal Attributes and Skills	<ul style="list-style-type: none"> The ability to work remotely without supervision Use initiative to make pro-active short and long-term plans Be able to meet deadlines Demonstrate good communication and people skills 	<ul style="list-style-type: none"> Accept constructive criticism To advise during meetings with confidence



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| | <ul style="list-style-type: none">• Understand the voluntary role of a governor and work within their time constraints• To be flexible and have reasonable expectations of staff and governors• Take ownership of their on continuing professional development• The ability to maintain confidentiality and to support governors in doing so. | |
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