

# Model Person Specification

**This person specification lists the competencies expected of an experienced/fully-trained clerk. The two right-hand columns provide guidance for the appointment of new clerks. (E= Essential criteria, D = Desirable criteria)**

	Sections		E	D
1	<b>Skills, knowledge and aptitudes</b>	<p>The clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• good listening, oral and literacy skills;</li> <li>• writing agendas and accurate concise minutes;</li> <li>• ICT including keyboarding skills;</li> <li>• organising their time and working to deadlines;</li> <li>• organising meetings;</li> <li>• record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners;</li> <li>• using the internet to access relevant information;</li> <li>• developing and maintaining contacts with outside agencies eg departments of the LA, Church Authorities and the DfES;</li> <li>• knowledge of governing body procedures;</li> <li>• knowledge of educational legislation, guidance and legal requirements;</li> <li>• knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DfES.</li> <li>• knowledge of Equal Opportunities and Human Rights legislation;</li> <li>• knowledge of Data Protection legislation.</li> </ul>	E E  E  E	 D D  D  D D  D  D D
2	<b>Qualifications and training</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• be able to demonstrate a willingness to attend appropriate training and development;</li> <li>• have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>	E	   D
3	<b>Experience</b>	<p>Clerks should be able to produce evidence of:</p> <p>relevant personal and professional development;</p> <p>working in an environment where experiences included taking initiative and self motivation;</p> <p>working as a member of a team.</p>		D  D D

	<b>Sections</b>		<b>E</b>	<b>D</b>
<b>4</b>	<b>Personal attributes</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• be a person of integrity;</li> <li>• be able to maintain confidentiality;</li> <li>• be able to remain impartial;</li> <li>• have a flexible approach to working hours;</li> <li>• be sympathetic to the needs of others;</li> <li>• have an openness to learning and change;</li> <li>• have a positive attitude to personal development and training;</li> <li>• have good interpersonal skills.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>5</b>	<b>Special Requirements</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• be able to work at times convenient to the governing body, including evening meetings;</li> <li>• be able to travel to meetings;</li> <li>• be available to be contacted at mutually agreed times.</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	