

# Camclerks Person Specification

## ESSENTIAL CRITERIA

**Clerks should have the experience and personality to be a trusted professional colleague to members of a school's governing body.**

### 1. General

- Open to learning and change
- Integrity
- Sensitivity to the different perspectives of those who work in schools
- Tact and discretion
- Ability to maintain confidentiality
- Ability to remain impartial

### 2. Professional Development

- Positive attitude to personal development and training
- Availability to attend up to 2 half days training prior to taking up appointment (for which no payment will be made, though travel expenses will be reimbursed)
- Availability to attend a 2-hour clerks briefing every term
- Ability to develop an understanding of governing body procedures, the law as it relates to school governance and the roles and responsibilities of the governing body, the headteacher, the local authority, church authorities and the Department for Education (DfE)

### 3. Skills and abilities

- Proven experience of writing agendas and minutes
- Ability to take notes during meetings to produce accurate minutes
- Good clerical and administrative skills
- Excellent communication, literacy and IT skills
- Competence at organising time and working to deadlines
- Ability to research information, including via the internet
- Ability to liaise effectively with outside agencies, including departments of the local authority, church authorities and the

### 4. Personal Circumstance

- Availability to work at times convenient to the governing body, including in the evening
- Ability to travel to meetings and training venues
- Use of a computer, email and internet access
- Awareness of computer virus infection and the use of IT equipment protected by regularly updated anti-virus software
- Availability to be contacted at mutually agreed times, not exclusively during office hours

## **5. Equal Opportunities**

- Understanding and due regard for, equal opportunities and human rights principles

### **DESIRABLE CRITERIA**

Experience of some or all of the following:

- Organising meetings
- Record keeping
- Developing and maintaining contacts with outside agencies e.g. department of the local authority, church authorities and the DfE
- Knowledge of governing body procedures
- Knowledge of educational legislation, guidance and legal requirements
- Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the local authority, church authorities and the DfE
- Knowledge of data protection legislation
- Personal and professional development relevant to the post of clerk
- Working in an environment where experiences included taking initiative and self-motivation
- Working as part of a team