

**THE RICHMOND SCHOOL, SKEGNESS**

**CLERK TO GOVERNORS**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/qualifications</b>	<ul style="list-style-type: none"> <li>• <b>Demonstrate a willingness to attend appropriate training and development</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Attended or prepared to make a commitment to attend the National Training Programme for Clerks, or its equivalent</b></li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• <b>Relevant personal and professional development</b></li> <li>• <b>Working in an environment where experiences included taking initiative and self-motivation</b></li> <li>• <b>Working as a member of a team</b></li> </ul>
<b>Skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>• <b>Good listening, oral and literacy skills</b></li> <li>• <b>Ability to write agendas and accurate minutes</b></li> <li>• <b>Organisation of time and working to deadlines</b></li> <li>• <b>IT, including keyboard skills</b></li> <li>• <b>Organisation of meetings</b></li> <li>• <b>Record-keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Developing and maintain contacts with outside agencies e.g. Local Authority, Dfe</b></li> <li>• <b>Knowledge of governing body procedures</b></li> <li>• <b>Knowledge of educational legislation, guidance and legal requirements</b></li> <li>• <b>Knowledge of the respective roles of the governing body, the Head teacher, the LA and the Dfe</b></li> <li>• <b>Knowledge of data protection legislation</b></li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• <b>Integrity</b></li> <li>• <b>Ability to maintain confidentiality</b></li> <li>• <b>Ability to remain impartial</b></li> <li>• <b>A flexible approach to working hours</b></li> <li>• <b>Sympathetic to the needs of others</b></li> <li>• <b>Good interpersonal skills</b></li> </ul>	

	<ul style="list-style-type: none"><li>• <b>A positive attitude to personal development and training</b></li></ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• <b>Ability to work at times convenient to the governing body, including evening meetings</b></li><li>• <b>Ability to travel to meetings</b></li><li>• <b>Available to be contacted at mutually agreed times</b></li></ul>	