



St Vincent de Paul Catholic Primary School

Clerk to the Governing Body - Person Specification

Competencies

Newly appointed clerks are not expected to be able to provide the same level of advice as those who have been serving for many years. The school will support the training and development of the clerk.

However, the following lists the competencies expected of an experienced/fully-trained clerk

No.	Competencies	Skills & Abilities
1.	Skills, knowledge & aptitude	<ul style="list-style-type: none"> • good listening, oral and literacy skills • able to write agendas and record accurate & concise minutes • have good ICT (including keyboard) skills and able to use MS Word and the internet • able to organise own time and work to deadlines • able to organise meetings and encourage participants to submit papers on time • able to keep records, retrieve and disseminate information • able to learn and understand relevant legislation, guidance and procedures • commitment to equal opportunities
2.	Qualifications and training	<ul style="list-style-type: none"> • willing to attend appropriate training and development including Clerk Briefing and Networking sessions. • willing to undertake the National Governors Association Development for Clerks programme or an equivalent
3	Experience	<ul style="list-style-type: none"> • working in an environment where experiences include taking initiative and self-motivation • working as a member of a team
4.	Personal attributes	<ul style="list-style-type: none"> • be a person of integrity • be able to maintain confidentiality • able to remain impartial • able to use initiative • be committed • have a flexible approach to working hours • willing to learn and able to adapt to change • have good interpersonal skills
5.	Special requirements	<ul style="list-style-type: none"> • able to work at times convenient to the governing body, including evening meetings • be able to travel to meetings • be available to be contacted at mutually agreed times.