



St Joseph's Catholic Primary and School

Clerk to Governors Person Specification

	Essential	Desirable
1. Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Good working knowledge of the legal framework relating to governance of schools and current developments in education • Able to communicate effectively via telephone, in writing and in person and develop effective working relationships • Effective personal organisational and time management skills • Ability to organise own time and work to deadlines • Competent user of word processing, electronic communications, spreadsheet and database applications 	
2. Qualifications and Training	<ul style="list-style-type: none"> • Be able to demonstrate a willingness to attend appropriate training and development • GCSE at grade C/level 4 or above or equivalent in mathematics and English Language 	<ul style="list-style-type: none"> • Clerk to Governing Board Award – NVQ level 3 – or equivalent
3. Experience	<ul style="list-style-type: none"> • Relevant personal and professional development; • Working in an environment where experiences included taking initiative and self motivation; • Working as a member of a team. 	<ul style="list-style-type: none"> • Ability to improve own practice through observation, evaluation, discussion with colleagues and training.
4. Personal attributes	<ul style="list-style-type: none"> • Contribute to the school's ethos • Committed to the protection and safeguarding of children. • Be a person of integrity; • Be able to maintain confidentiality; • Be able to remain impartial; • Have a flexible approach to working hours; • Have a positive attitude to personal development and training; • High level interpersonal skills; • Ability to manage workload in a busy environment; • Ability to build and maintain successful relationships with people, treating them consistently with respect and consideration 	

