



**Person specification:
Clerk to governors**

| Attribute | Essential | Desirable | Method of Assessment |
|--------------------|---|---|--|
| Management | | | <ul style="list-style-type: none"> ◦ Application/ Interview |
| Experience | <ul style="list-style-type: none"> ◦ Able to produce evidence of working in an environment where experience includes taking initiative and self motivation ◦ Able to produce evidence of working as a member of a team | <ul style="list-style-type: none"> ◦ Knowledge of governing body procedures ◦ Knowledge of educational legislation, guidance and legal requirements ◦ Knowledge of the roles and responsibilities of the governing body, headteacher, and the DfE ◦ Knowledge of data protection and Freedom of Information legislation | <ul style="list-style-type: none"> ◦ Application/ Interview |
| Practical Skills | <ul style="list-style-type: none"> ◦ Excellent self and time management skills ◦ Ability to organise own workload ◦ Ability to work to strict deadlines ◦ Accurate record keeping, information retrieval and dissemination of governing body data/documents to the governing body and appropriate stakeholders ◦ Writing agendas and accurate concise minutes ◦ Organising meetings | | <ul style="list-style-type: none"> ◦ Application/ Interview |
| Communication | <ul style="list-style-type: none"> ◦ Effective communication skills (both verbal and written) ◦ Good literacy skills ◦ Good listening skills | <ul style="list-style-type: none"> ◦ Developing and maintaining contacts with outside agencies e.g. Local Authority, Church Authorities and Department for Education | <ul style="list-style-type: none"> ◦ Application/ Interview |
| Personal Qualities | <p>The Clerk should:</p> <ul style="list-style-type: none"> ◦ Be a person of integrity ◦ Be able to maintain confidentiality ◦ Be able to remain impartial ◦ Be self motivated ◦ Have a flexible approach to working hours | <ul style="list-style-type: none"> ◦ | <ul style="list-style-type: none"> ◦ Application/ Interview |

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|------------------------|--|--|--------------------------------------|
| | <ul style="list-style-type: none"> ◦ Be sympathetic to the needs of others ◦ Have an openness to learning and change ◦ Have a positive attitude to personal development and training ◦ Have good interpersonal skills | | |
| Strategic Thinking | <ul style="list-style-type: none"> ◦ Ability to think ahead and foresee probable effects of governors' decisions | ◦ | ◦ |
| Technology / IT Skills | <ul style="list-style-type: none"> ◦ ICT literate and keyboard skills ◦ Specifically, use of Microsoft Office software (including Word) ◦ Ability to access relevant information via the Internet | <ul style="list-style-type: none"> ◦ Creating and using spreadsheets ◦ Creating PowerPoint presentations | ◦ Application |
| Education and Training | <ul style="list-style-type: none"> ◦ Demonstrate a willingness to attend appropriate training and development | <ul style="list-style-type: none"> ◦ Have attended or make a commitment to undertake accredited training where available ◦ Be able to produce evidence of relevant personal and professional development | ◦ Application/ Interview |
| Equal Opportunities | <ul style="list-style-type: none"> ◦ Devon County Council and it's staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties | <ul style="list-style-type: none"> ◦ Knowledge of Equal Opportunities and Human Rights legislation | ◦ Demonstrate knowledge at Interview |
| Physical | <ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary | ◦ | ◦ OH1 |
| Other relevant factors | <p>The Clerk should:</p> <ul style="list-style-type: none"> ◦ Be 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 ◦ Commit and conform to DCC Customer Service Standards | ◦ | ◦ Interview |

Please note; for assistance in completing the Person Spec please see the Recruitment Standards <http://staff.devon.gov.uk/recruitmentstandards2006>