

# Grazeley Parochial Primary School



## Clerk Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2/3 or equivalent</li> <li>• GCSE or equivalent level in English</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of educational legislation, guidance and legal requirements relevant to the governing body</li> <li>• Knowledge of the roles, responsibilities and procedures of the governing body, the Headteacher, the LEA and Church Authorities and the DfES</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of committee working, clerking of committees or serving as a school governor</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Good general communication skills</li> <li>• Excellent, accurate, and concise writing skills</li> <li>• Good organisational skills – able to prioritise workload</li> <li>• Excellent record keeping, information retrieval and dissemination of governing body data/documentation</li> <li>• Confidentiality and sensitivity</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use appropriate IT equipment as required by the governing body</li> <li>• An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A sense of responsibility and integrity</li> <li>• Tact and diplomacy</li> <li>• Ability to remain impartial</li> </ul>	<ul style="list-style-type: none"> <li>• A flexible approach to work</li> <li>• Positive attitude to personal development and training</li> <li>• Openness to learning and change</li> </ul>
<b>Special factors</b>	<ul style="list-style-type: none"> <li>• Able to travel to meetings</li> <li>• Available to be contacted at mutually agreed times</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> </ul>	