



Person Specification

Essential Attributes	Desirable Attributes
Experience working in an administrative or clerking role	Previous experience as a Clerk to Governors or in a governance-related role
Excellent written and verbal communication skills, with the ability to produce clear and accurate minutes	Knowledge of school governance structures and procedures
Strong organisational skills with the ability to prioritise workload and meet deadlines (e.g. agenda and minute preparation)	Experience working within an educational setting
High level of accuracy and attention to detail	Understanding of education legislation and statutory requirements
Ability to maintain strict confidentiality at all times	Experience in advising governing bodies on procedural matters
Ability to build effective professional relationships with governors, school leaders and external stakeholders	Experience using digital governance platforms or document management systems
Competent IT skills, including Word, Excel and email systems	Familiarity with Microsoft Office platform, school systems (e.g. SIMS, GovernorHub)
Good standard of GCSE Maths and English (or equivalent)	Training in clerking or governance (e.g. NGA, LA training)
Ability to work independently and use initiative	Knowledge of safeguarding and data protection practices relevant to governance
Reliable, dependable and able to work flexibly around meeting schedules (including evenings)	Experience preparing reports or supporting formal meetings
Ability to take accurate, concise minutes of meetings	First Aid or safeguarding training
Willingness to undertake relevant training (e.g. governance, safeguarding, GDPR)	Understanding of the role of governors and in school improvement
Calm, professional and diplomatic manner	Experience supporting committees or boards
Ability to work in a methodical and systematic way	
Enhanced DBS check (post-appointment)	