

Person Specification

Post: Clerk to the Governors

1. Qualifications & Training

Essential:

- Good standard of education (minimum GCSE or equivalent in English and Maths).
- Evidence of strong written English skills (accuracy in spelling, grammar, and punctuation).

Desirable:

- Clerking qualification or willingness to undertake relevant training (e.g., NGA or local authority clerking training).
- Relevant administrative or governance training.
- Understanding of education sector procedures or governance frameworks.

2. Experience

Essential:

- Experience of administrative work, including organising meetings and taking formal minutes.
- Experience of working with confidential information and maintaining discretion.
- Proven ability to manage deadlines and prioritise workload effectively.

Desirable:

- Experience of clerking for governing bodies or committees.
- Experience working in a school or education setting.
- Familiarity with local authority procedures (particularly Wokingham Borough Council systems).

3. Knowledge & Understanding

Essential:

- Understanding of the importance of governance and accountability in schools.
- Awareness of confidentiality, data protection (GDPR), and safeguarding responsibilities.
- Good knowledge of standard administrative processes and record-keeping.

Desirable:

- Knowledge of the roles and responsibilities of school governors.
- Familiarity with statutory requirements for school governance in England.
- Understanding of Ofsted expectations relating to governance.
- Awareness of Wokingham local authority guidance and procedures.

4. Skills & Abilities

Essential:

- Excellent written communication skills, including the ability to produce accurate and concise minutes.
- Strong organisational skills with attention to detail.
- Ability to work independently with minimal supervision.
- IT proficiency (e.g., Microsoft Office, email, document management systems).
- Ability to manage multiple tasks and meet deadlines.
- Good interpersonal skills and ability to work collaboratively with school leaders and governors.

Desirable:

- Experience using governance or meeting management software.
- Ability to interpret and summarise complex information clearly.
- Problem-solving skills and ability to anticipate administrative needs.

5. Personal Attributes

Essential:

- High level of integrity, professionalism, and confidentiality.
- Reliable, flexible, and well-organised.
- Calm under pressure and able to manage competing priorities.
- Commitment to supporting effective governance and school improvement.
- Willingness to attend evening meetings (typically term-time).

Desirable:

- Proactive and able to suggest improvements to processes.
- Commitment to ongoing professional development.

6. Other Requirements

Essential:

- Willingness to undertake safeguarding training.
- Commitment to equality, diversity, and inclusion.
- Ability to travel to the school in Wokingham as required.

Desirable:

- Flexible availability to support additional meetings (e.g., panels or urgent meetings).