



"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".

Person Specification – Clerk to Houghton Regis Primary School Governing Board

Please make sure, when completing your application, you give clear examples of how you meet the following criteria or have transferable skills from a previous role.

Personal attributes

- Possesses excellent time management skills and can maintain a high standard of work under pressure
- Can build and maintain effective working relationships with key figures, both on the board and in the wider school community
- Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities
- Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation
- Understands the principles of confidentiality and applies this to own work and that of the board

Knowledge and understanding

- Understands the 6 features of effective governance and the core functions of the board
- Appreciates the importance of understanding the board's own governance structure
- Is aware of how the clerk's role is defined in statutory guidance
- Understands the key themes of national and local education context
- Is aware of the board's duties under legislation and statutory guidance
- Understands the importance of the board adhering to and promoting the school's internal procedures
- Understands the principles of records management, and has a working knowledge of the Data Protection Act and Freedom of Information Act

Administrative skills

- Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the board
- Uses technology effectively to streamline the board's processes
- Can communicate information clearly, logically and impartially, using a range of presentation methods
- Has a systematic approach to managing documentation that meets legal requirements for records management

Professional judgement

- Confidently judges which discussion points to record, indicating governors' challenge of the school
- Is able to clearly explain difficult concepts, including information on the board's legal duties
- Understands the principles of conflicts of interest, and is able to advise the board on managing and avoiding these
- Is willing and able to challenge the board when concerned about non-compliance or any aspect of how the board is conducting its business
- Understands how and when to escalate concerns if necessary