



St. Peter's Catholic Primary School
 Horton Road
 Gloucester
 GL1 3PY

Headteacher: Mrs C. Baron
 Chair of Governors: Mr C. Aspinall

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**Diocese of Clifton
 St Peter's Catholic Primary School**

Person Specification: Clerk to Governors (Grade 6)

Live Love Learn

Essential	Desirable
<p>1. Knowledge & Experience</p> <p>a) Minimum 2 years experience of working in an administrative capacity at NVQ Level 2 or equivalent.</p> <p>b) Experience of maintaining and manipulating computerised and/or hard copy data/information.</p> <p>c) Knowledge of word processing and spreadsheet packages.</p> <p>d) Knowledge of Governing Body Procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes.</p> <p>2) Abilities & Aptitudes</p> <p>a) Ability to organise complex material and appointments.</p> <p>b) Ability to understand and assimilate new information (eg legislation, policy etc) and translate this into procedural advice.</p>	<p>1) Knowledge & Experience</p> <p>a) Knowledge of the respective roles and responsibilities of the Governing Body, Headteacher, LA, Church Authority and the DfE.</p> <p>2) Abilities & Aptitudes</p> <p>a) Demonstrate a willingness to attend appropriate training and development such as clerks' networking and training sessions.</p>



<p>c) Ability to use spoken and written communication skills to explain technical matters to contacts.</p> <p>d) Ability and willingness to work individually using own initiative.</p> <p>e) Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner.</p> <p>f) Ability to take accurate minutes of meetings.</p>	
<p>The Clerk to the Governing Body must show evidence of being in sympathy with the distinctive nature of a Catholic school and Catholic Education.</p>	
<p>The Clerk to the Governing Body must maintain a high level of confidentiality as required by the role.</p>	
<p>SPECIAL CONDITIONS</p> <p>Available to attend evening meetings</p>	
<p>Satisfactory Enhanced Disclosure Statement</p> <p>Satisfactory references obtained and verified under the safeguarding procedures.</p>	

Signed Head teacher:

Signed Employee:

Date: