



THAKEHAM PRIMARY SCHOOL

Rock Road

Storrington

West Sussex

RH20 3AA

Headteacher: Mr L. McDonald

Deputy Headteacher: Mrs E. Hopkins

SENCOs: Mr L. McDonald & Mrs R. Stender

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‘At Thakeham we CARE’

Courage. Ambition. Respect. Enjoyment.

Clerk to the Governing Body – Person Specification

	Essential	Desirable
Skills and Knowledge		
Good listening, oral and literacy skills	✓	
Writing agendas and accurate concise minutes	✓	
IT skills	✓	
Organising/prioritising time and working to deadlines	✓	
Record keeping, information retrieval and dissemination of documentation	✓	
Developing and maintaining contacts		✓
Knowledge of the Governing Body procedures		✓
Qualifications and Training		
Hold Functional Level 2 equivalent English and Maths qualifications (i.e. equivalent to Grade C GCSE or higher)	✓	
Demonstrate a willingness to attend appropriate training and development	✓	
Have already attended or make a commitment to attend the County induction training for Clerks	✓	
Experience		
Working as a member of a team	✓	
Working in a relevant committee setting that involves attending meetings, following procedures and protocols	✓	
Personal Attributes		
Be a person of integrity	✓	
Be able to maintain confidentiality and impartiality	✓	
Have a flexible approach that matches the needs of the Governing Body	✓	
Have good interpersonal skills	✓	
Special Requirements		
Be able to attend Governor meetings at mutually agreeable times	✓	

