



# KEW RIVERSIDE PRIMARY SCHOOL

37 Courtlands Avenue, Kew, TW9 4ES

Headteacher: Liz Strong

Telephone: 020 8487 8437

Email: [info@kewriverside.richmond.sch.uk](mailto:info@kewriverside.richmond.sch.uk)

## **Clerk to the Governing Body: Person Specification**

Notes: (D) = Desirable; all others are Essential

### **Qualifications & Training**

- Able to demonstrate a willingness to attend appropriate training and development
- Have already attended, or willing to attend, the National Training Programme for Clerks or its equivalent
- Hold at least 5 GCSEs (or equivalent qualification) grade C or above, including mathematics and English
- Willing to undertake online data protection training if required
- Willing to undertake safeguarding training if required

### **Experience**

- Relevant personal and professional development  
Working in an environment where experiences included taking initiative and having selfmotivation
- Working as a member of a team

### **Skills, Aptitudes & Knowledge**

- Good listening, oral and literacy skills showing an ability to communicate information effectively both verbally and in writing
- Strong ICT skills, including word processing skills
- Excellent time management skills and the ability to work unsupervised
- Organising meetings; record keeping, information retrieval and dissemination of data/documentation to others
- Using the internet to access relevant information, developing, and maintaining contacts with outside agencies e.g. departments of LA and DfE Knowledge of:
- (D) Governing Body procedures
- (D) Education legislation, guidance, and legal requirements
- (D) Respective roles and responsibilities of the Governing Body, the Headteacher, the LA, the DfE



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- (D) Equal Opportunities and Human Rights legislation
- (D) General Data Protection Regulation (GDPR) legislation

## **Personal Attributes**

- Be able to maintain confidentiality
- Have a flexible approach to working hours
- Have a positive attitude to personal development and training
- Have good interpersonal skills
- Able to work efficiently to tight deadlines

## **Special Requirements**

- Be able to work at times convenient to the GB, including evening meetings
- Be able to travel to meetings
- Be available to be contacted at mutually agreed times
- Be able to work from home with compatible hardware and software and ensure use of remote internet access, updating antivirus software regularly
- Be able to keep a log of hours and duties carried out for review as part of annual performance management

## **Hours and Expectations of hours**

In total there are usually between 14 to 18 meetings during the year (term time only):

- 5-6 Full GB meetings
- 3-4 meetings for each of the 3 committees

Dates and times are available on request.

Full GB and Committee meetings and other administrative tasks are paid by an hourly rate.

An estimated total of 280 hours per academic year would be required to fulfil all the duties for this role.

Training is over and above these hours.