

Person Specification: Clerk to the Governing Body

Key Criteria	Essential	Desirable
Experience	Experience of professional clerking, ideally in a secondary school/academy but primary school would be considered.	
	Experience of working with highly confidential and sensitive information.	
Skills and Knowledge	Excellent written and verbal communication skills, with good listening ability and a high level of literacy.	
	Excellent attention to detail and accurate record keeping.	
	Strong IT skills, and an ability to use technology to streamline planning and administration.	
	Understanding of data protection, GDPR, and confidentiality	
	Ability to organise own time effectively.	
		Understanding of school governance and diocesan structures
Personal Attributes	Professional, calm, and approachable.	
	Demonstrates reliability, integrity and impartiality.	
	Flexible approach to working hours e.g. able to work at times convenient to the governing body, including evening meetings and available to be contacted as and when necessary to advise governors and senior school staff.	
	Awareness of the importance of confidentiality and its application in discussions and documentation.	
	Able to build effective working relationships with governors and SLT.	
	Ability to respond quickly and adapt effectively to issues that may arise	
	Willingness to undertake relevant training and engage in ongoing professional development.	
	Good interpersonal skills	

Values and Ethos	Willingness to support and uphold St Mary's Christian ethos and values	
	Respect for the school's vision, inclusive ethos, and community life	
	Commitment to safeguarding and promoting the welfare of children and young people	
	Willingness to undergo enhanced DBS and other pre-employment checks	

February 2026