



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

Headteacher: Mrs C. Baron  
 Chair of Governors: Monsignor Liam Slattery

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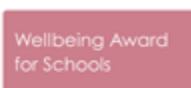
**Following in Jesus' footsteps, we live, love and learn together as a school family to build a better world.**

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

## Person Specification: Clerk to Governors (Grade 6)

Essential	Desirable
<p><b>1. Knowledge &amp; Experience</b></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><b>2) Abilities &amp; Aptitudes</b></p> <p>a) Ability to organise complex material and appointments.</p>	<p><b>1) Knowledge &amp; Experience</b></p> <p>a) Knowledge of the respective roles and responsibilities of the Governing Body, Headteacher, LA, Church Authority and the DfE.</p> <p><b>2) Abilities &amp; Aptitudes</b></p> <p>a) Demonstrate a willingness to attend appropriate training and development such as clerks' networking and training sessions.</p>

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<p>b) Ability to understand and assimilate new information (eg legislation, policy etc) and translate this into procedural advice.</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: