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| Logo  Description automatically generated | **Clerk to Governors** **Supporting Form**  |

**Please return completed form, equal opportunities form and CV by e-mail to** **hfl.recruitment@hfleducation.org**

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| --- | --- |
| Forename  | Surname/Family Name |
| **Postcode**  |
| **Preferred areas of work (Herts)**Please **only** select the areas of the county you would be prepared to travel to on a regular basis: |
| North Hertfordshire  |  | Hertsmere |  |
| Stevenage  |  | Three Rivers |  |
| Broxbourne  |  | Watford |  |
| East Herts  |  | St. Albans |  |
| Hertford and Ware  |  | Dacorum |  |
| Welwyn and Hatfield |  |  |  |
| **Preferred areas of work (neighbouring counties)**Please i**ndicate** which neighbouring counties you can support and areas you could cover. |
| North London |  | List areas |  |
| Bucks |  | List areas |  |
| Bedfordshire |  | List areas |  |
| Essex |  | List Areas |  |
| **Supporting Statement (guide)***In your supporting statement please explain why you are applying for this role and how you meet the requirements of the job description and information provided. Please also advise your availability for a call back and interview.* *Please make sure you have read the supporting information document which details the role in full and the terms of employment as a HFL consultant clerk.* *Please include:* * *your understanding of school governance*
* *any clerking experience or similar experience/role of taking minutes, producing agendas*
* *any experience of providing advice/best practice to colleagues/people*
* *details of how you organise your time*

Please remember to complete the Skills, competencies, and training section (page 3)  |
| **Supporting Statement (no more than two pages please)** |
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**Skills, competencies and training.**

Please indicate which of the following you consider areas you meet or need further training.

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| **Competencies: Skills & Abilities** | **Meet** | **Need training** | **Unable to support** |
| Skills, knowledge & aptitudes | good listening, oral and literacy skills including grammar and spelling |  |  |  |
| able to write agendas  |  |  |  |
| able to record accurate & concise minutes |  |  |  |
| able to organise own time and work to deadlines |  |  |  |
| good ICT (including keyboard) skills with access to own IT facilities |  |  |  |
| understanding of how to use video meetings |  |  |  |
| able to organise meetings |  |  |  |
| able to keep records, retrieve and disseminate information |  |  |  |
| able to use the internet |  |  |  |
| able to learn and understand relevant legislation, guidance and procedures |  |  |  |
| commitment to equal opportunities  |  |  |  |
| Qualifications and training | willing to attend appropriate training and development |  |  |  |
| willing to make a commitment and undertake ongoing training and termly briefings to support the clerking role |  |  |  |
| Experience | working in an environment where experiences include taking initiative and self-motivation |  |  |  |
| working in an education setting or has a good understanding of education settings |  |  |  |
| working as a member of a team |  |  |  |
| Personal attributes | a person of integrity |  |  |  |
| able to maintain confidentiality |  |  |  |
| able to remain impartial |  |  |  |
| a flexible approach to working hours |  |  |  |
| willing to learn |  |  |  |
| able to adapt to change |  |  |  |
| good interpersonal skills |  |  |  |
| is well organised in managing own time |  |  |  |
| Special requirements | able to work at times convenient to the governing board, including evening meetings |  |  |  |
| have access to transport and are able to travel to meetings |  |  |  |
| available to be contacted at mutually agreed times. |  |  |  |
| **Additional Training Needs**Please indicate any additional training/mentoring needs. Is there anything else we can do further to support you in the role? |