

Person Specification: Parent Governor



Eligibility criteria	Aged 18 years or over and not otherwise disqualified from Office ¹ (see Governor Declaration). Must be the parent/carer of a child registered at Staplehurst School.
Qualifications	Good basic education to GCSE level in literacy and numeracy, or the equivalent
Skills	<p>The Governor will have the following National Governor Association essential skills:</p> <ul style="list-style-type: none"> • Commitment to improving education for all pupils • Ability to work in a professional manner as part of a team and take collective responsibility for decisions • Commitment to the school's vision and ethos • Willingness to learn • Basic IT skills (i.e. word processing and email) <p>The Governor will also have the ability, time, and willingness to learn and develop the skills required to contribute to the effective governance and success of the school.</p>
Personal Characteristics	<ul style="list-style-type: none"> • Good communication skills, including being able to discuss sensitive issues tactfully • Able to maintain confidentiality at all times
Time Commitment (please ensure that you have the time capacity prior to applying)	<ul style="list-style-type: none"> • The role of Governor is an important one for the school and individuals should ensure that they have adequate time to discharge their duties effectively • 4-year term of office • Full Governing Body meetings (up to 6 per year – usually on Wednesday at 6pm) • Membership of one sub-committee (up to 6 per year – usually on Wednesday at 8am) • Link Governor role (up to 3 meetings with subject co-ordinator per year – at a time of mutual convenience) • Attendance at one Governor Day per year – choice of one per term • Continuing professional development to develop skills as a Governor – sessions held externally usually in the evening in Maidstone area or provided via online training modules²
Governing Body checks and declarations	<ul style="list-style-type: none"> • Governor Declaration • Governor Code of Practice • Business Interests Register • Disclosure and Barring Service (DBS) - Disclosure certificate

¹ A person is disqualified from being a Parent Governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

² Governor training is provided at no cost to the individual