**DAVENANT FOUNDATION SCHOOL**
**PERSON SPECIFICATION**

## Clerk to the Governing Body

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| 1 | **Skills, knowledge and aptitudes** | **Essential Criteria**<br>- Good listening, oral and literacy skills<br>- Ability to organise time and work to deadlines<br>- Good record keeping and information retrieval skills<br>- Able to disseminate governing body data/documentation to the governing body and relevant partners<br>- Excellent ICT skills, including e-mail, WORD and EXCEL<br>- Ability to use the internet to access and post relevant information<br>- Able to write agendas and accurate/concise minutes<br>- Ability to organise meetings |
| | | **Desirable Criteria**<br>- Knowledge of governing body procedures<br>- Knowledge of educational legislation, guidance and legal Requirements<br>- Ability to record minutes electronically during meetings |
| 2 | **Qualifications and training** | **Essential Criteria**<br>- Ability to demonstrate a willingness to attend appropriate training and development |
| 3 | **Experience** | **Desirable Criteria**<br>- Evidence of relevant personal and professional development<br>- Evidence of working in an environment where experiences included taking initiative and self-motivation<br>- Evidence of working as a member of a team |
| 4 | **Personal attributes** | **Essential Criteria**<br>- Person of integrity<br>- Ability to maintain confidentiality<br>- Ability to remain impartial<br>- Have a flexible approach to working hours<br>- Be sympathetic to the needs of others<br>- Have an openness to learning and change<br>- Have a positive attitude to personal development and<br>- training<br>- Have good interpersonal skills |
| 5 | **Special Requirements** | **Essential Criteria**<br>- Ability to work at times convenient to the governing body, mainly evenings<br>- Ability to travel to the meetings when held in person<br>- Available to be contacted at mutually agreed times<br>- Flexibility to work at home/in school as required |