



# Darell Primary and Nursery School

## Clerk to the Governing Board – Person Specification

E – Essential criteria

D – Desirable criteria

Criteria		
Qualifications and training	<ul style="list-style-type: none"> <li>Hold at least 5 GCSEs (or equivalent qualifications) grade C or above, including Maths and English</li> <li>Able to demonstrate a willingness to attend appropriate training and development</li> </ul>	E
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Experience	<ul style="list-style-type: none"> <li>Working in an environment requiring initiative and self-motivation</li> <li>Working as a member of a team</li> </ul>	E
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Skills, knowledge and aptitudes	<ul style="list-style-type: none"> <li>Good listening, oral and literacy skills showing an ability to communicate effectively both verbally and in writing</li> <li>Excellent time management skills including the ability to work unsupervised to meet deadlines</li> <li>Organising meetings, record keeping, information retrieval and dissemination of data and documentation to others</li> <li>Strong ICT skills, including using the internet to access relevant information, develop and maintain contacts with outside organisations</li> <li>Knowledge of roles and responsibilities of the governing board, the headteacher, local authority and the DfE</li> <li>Knowledge of Equal Opportunities legislation</li> <li>Knowledge of General Data Protection Regulation (GDPR)</li> </ul>	E
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Personal attributes	<ul style="list-style-type: none"> <li>Be able to maintain confidentiality, integrity and impartiality</li> <li>Have a flexible approach to working hours</li> <li>Have an openness to learning and change</li> </ul>	E
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Special requirements	<ul style="list-style-type: none"> <li>Be able to work at times convenient to the governing board, including morning and evening meetings</li> <li>Be able to work from home with compatible hardware and software, to ensure use of remote internet access</li> <li>Be available to be contacted at mutually agreed times</li> <li>Be a strong supporter of the school's ethos and vision</li> </ul>	E
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