

Clerk to Governors

Person Specification

	Essential	Desirable
Skills, Knowledge and Attitudes	• excellent communication skills, both written and oral; • able to write agendas and concise minutes; • ICT skills including word processing, email, using internet to access relevant information; • able to manage own time; efficiently, prioritise workload and meet deadlines; • able to keep appropriate records • develop and maintain contacts with outside agencies eg departments of the LA, Diocese; • able to work as part of a team and on own initiative; • awareness of Child Protection/Safeguarding requirements and willingness to undergo a DBS check; • awareness of General Data Protection Regulation.	• experience of clerking committees, including preparation of agendas, taking minutes and advising members committees on relevant legislation and procedures; • experience of working in a school or educational environment; • knowledge of function of Local Government, with particular reference to education
Personal Attributes	• understanding of the Christian ethos of the school; • be a person of integrity; • able to maintain confidentiality; • able to remain impartial; • flexible approach to working hours; • sympathetic to the needs of others; • openness to learning and change; • positive attitude to personal development and training; • good interpersonal skills.	