**Person Specification for Clerk to the Governors and Company Secretary**

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| **Essential** | **Desirable** | **Evidence** |
| **Qualifications and experience:**   * GSCE or equivalent | **Qualifications and experience:** | **Application Form** |
| **Knowledge and skills:**   * Good ICT skills – especially word, excel and use of email * Accurate typing skills * Good communication skills * Accurate minute taking * A polite telephone manner * Welcoming and courteous when dealing with people * Full understanding of the importance of confidentially and discretion * Ability to work independently using own initiative * Ability to work as part of a team. * Good sense of humour |  |  |
| **Personal Qualities:**   * Excellent interpersonal skills with ability to maintain strict confidentiality. * A diplomatic and patient approach. * Initiative and ability to prioritise ones own work and that of others to meet deadlines. * Able to work with a “hands on” approach, and respond to unplanned situations. * Ability to evaluate own development needs and to address them. * A willingness to seek specialist advice and awareness of where to seek it. * Able to help with evening meetings when required. * Efficient and meticulous in organisation. * Commitment to the highest standards of child protection. * Recognition of the importance of personal responsibility for health and safety. Commitment to the school’s ethos, aims and its whole community. |  |  |