**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
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| **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.
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