

Headteacher: Mrs Lucy Miles

**PERSON SPECIFICATION CLERK TO THE GOVERNING BODY**

Attribute	Attribute	Essential or Desirable
Educational Qualifications	<ul style="list-style-type: none"> <li>GCSE or O' Level pass in English and maths</li> </ul>	E
Experience	<ul style="list-style-type: none"> <li>ICT training, qualification or experience</li> <li>Experience of working in an office environment</li> <li>Experience of working in administration</li> <li>Experience of working with the general public</li> <li>Experience of working within a school office or similar environment</li> <li>Experience of working with sensitive and/or confidential information</li> </ul>	E E E D D D
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none"> <li>Excellent communication skills both written and oral</li> <li>Excellent interpersonal skills</li> <li>Knowledge, experience and a confidence in minute taking at a senior level</li> <li>Willingness to undertake professional development resulting from appraisal</li> <li>Good IT skills including use of Microsoft Office</li> <li>Experience of SIMs</li> <li>Professional telephone manner</li> </ul>	E E E E E D E
Personal Qualities	<ul style="list-style-type: none"> <li>Positive attitude, proactive, hardworking and enthusiastic</li> <li>Ability to work collaboratively with colleagues</li> <li>Ability to take responsibility and work with a degree of autonomy</li> <li>To be able to take direction from the Chair of Governors</li> </ul>	E E E E