

Lewknor C of E Primary School
Person Specification - Clerk to the Governors

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Proven organisational and administrative skills • Excellent PC skills (strong knowledge of word, excel and outlook) • Good time management • Able to work constructively as part of a team • Clear, concise, accurate communication both written and verbal 	<ul style="list-style-type: none"> • Experience of taking minutes and producing accurate, succinct, minutes in a timely manner • Able to deliver process improvements • Flexible approach to tasks and ability to use own initiative
Knowledge	<ul style="list-style-type: none"> • Used to working in and able to work in a confidential environment 	<ul style="list-style-type: none"> • Experience of working on a Governing body or understanding of school governing body work and the associated legal requirements
Interpersonal skills	<ul style="list-style-type: none"> • Able to work with diplomacy and tact, showing respect for confidentiality • A good sense of humour • A positive attitude with enthusiasm & drive • Trustworthy • Conscientious • Personable with a commitment to excellent customer service • Able to take constructive feedback positively • Open and honest • A commitment to continuing personal development 	<ul style="list-style-type: none"> • Able to cope well with change