

**Clerk to the Governors Person Specification**

* Essential:
	+ Excellent organizational skills, with the ability to manage multiple tasks and prioritize effectively.
	+ Strong communication skills, both written and verbal, with an ability to present information clearly.
	+ Ability to work independently and as part of a team.
	+ High level of attention to detail and accuracy in all aspects of work.
	+ Good understanding of school governance, or willingness to develop this knowledge.
	+ Discretion and professionalism in dealing with confidential matters.
	+ Proficiency in using office software, including word processing, spreadsheets, and email.
* Desirable:
	+ Previous experience as a Clerk to a Governing Body or in a similar administrative support role.
	+ Knowledge of current educational legislation and governance frameworks.
	+ Understanding of the school’s local context and community.