

**ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL
PERSON SPECIFICATION
Clerk to Governors**

All Saints' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Qualifications	Essential	Desirable
4 GCSE grade C or above (or equivalent). English and mathematics essential.	X	
Knowledge		
Use of Microsoft Office packages especially Word, Excel, Outlook, Sharepoint, TEAMS etc	X	
Experience		
Office practice	X	
Previous experience of working in a school governance environment	X	
Dealing with confidential and sensitive information	X	
Personal qualities		
Empathy for the concerns of others		X
Skills		
Ability to use and understand ICT	X	
Excellent communication skills	X	
Excellent written communication skills	X	
Effective interpersonal skills with individuals and groups of people	X	
Ability to be flexible and adaptable	X	
Working within Professional Boundaries		
Accepts responsibility and accountability for own work and can define the responsibility of others		X
Recognises the limits of own authority within the role		X
Seeks and uses professional support appropriately		X
Understands the principles of confidentiality	X	
Can demonstrate an ability to contribute towards a safe environment	X	