



2	Qualifications and training	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• be able to demonstrate a willingness to attend appropriate training and development;</li> <li>• have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>	E	D
3	Experience	<p>Clerks should be able to produce evidence of:</p> <ul style="list-style-type: none"> <li>• relevant personal and professional development;</li> <li>• working in an environment where experiences included taking initiative and self motivation;</li> <li>• working as a member of a team.</li> </ul>		D D D
4	Personal attributes	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• be a person of integrity;</li> <li>• be able to maintain confidentiality;</li> <li>• be able to remain impartial;</li> <li>• have a flexible approach to working hours;</li> <li>• be sympathetic to the needs of others;</li> <li>• have an openness to learning and change;</li> <li>• have a positive attitude to personal development and training;</li> <li>• have good interpersonal skills.</li> </ul>	E E E E E E E	
5	Special Requirements	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• be able to work at times convenient to the Governing Body, including evening meetings;</li> <li>• be able to travel to meetings;</li> <li>• be available to be contacted at mutually agreed times.</li> </ul>	E E E	