

4	Personal attributes	<p>The clerk should:</p> <ul style="list-style-type: none"> • be a person of integrity; • be able to maintain confidentiality; • be able to remain impartial; • have a flexible approach to working hours; • be sympathetic to the needs of others; • have an openness to learning and change; • have a positive attitude to personal development and training; • have good interpersonal skills. 	<p>E E E E E E E E</p>	
5	Special requirements	<p>The clerk should:</p> <ul style="list-style-type: none"> • be able to work at times convenient to the governing body, including evening meetings; • be able to travel to meetings; • be available to be contacted at mutually agreed times. 	<p>E E E</p>	