

Person Specification Form

Post : Administrative Assistant/Clerk to Governors

| | Essential | Desirable |
|-------------------------------------|---|---|
| Qualifications/ training | <ul style="list-style-type: none"> NVQ Level 2/3 | <ul style="list-style-type: none"> Evidence of continued professional development |
| Experience | <ul style="list-style-type: none"> Experience of working in office environment Planning and organising own work Provide confidential and high quality administrative support | <ul style="list-style-type: none"> Agenda planning and taking effective minutes |
| Knowledge | <ul style="list-style-type: none"> Good knowledge of financial procedures Experience using various computer based programmes and data bases Treasurer for School Fund Account Knowledge of Health and Safety and related procedures and policies | <ul style="list-style-type: none"> Controlling budgets, Delegated, Standards and School Fund, and ensuring budgetary information is accurate and up-to-date Experience of using computer based school management system |
| Professional Skills | <ul style="list-style-type: none"> Carry out reception duties in a friendly manner Shows a commitment to high standards Undertake on the job training Play an active part in the life of the school Enjoy working with children and families | |
| Personal skills | <ul style="list-style-type: none"> Availability to work some evenings to clerk governors' meetings Ability to increase role from admin assistant to administrator (35hours per week, term time plus 1 additional week) with effect from September 2018 | |