



Inspire. Learn. Grow.

The Sherwood School

Person Specification for Admin Assistant & Clerk to Governors

Applicants need to:

Qualifications & Experience	<ul style="list-style-type: none">Proven experience in a professional office, school environment, or other administration setting.Experience of development, management and operation of administrative systems.NVQ 3 or equivalent qualification or experience in relevant discipline.Very good numeracy/literacy skills.Excellent interpersonal skills.Minimum GCSE Grade C/5 or equivalent in English and Maths.
Skills & Knowledge	<ul style="list-style-type: none">Ability to verbally communicate with fluency and grammatical precision and the capacity to grasp nuances and use complex language in professional reports and minutes.Ability to draft professional correspondence, reports, and accurate, concise minutes for Governing Body meetings.Meticulous attention to detail with excellent spelling, punctuation, and grammar.An articulate and professional telephone and face-to-face manner when interacting with parents, staff, and external agencies.Competent in Microsoft Office (Word, Excel, Outlook) and School Management Systems (e.g. Arbor or Bromcom).Ability to understand legal frameworks, codes of practice, and school-specific policies (e.g. GDPR, Safeguarding, DfE Governance Guides).Legal compliance and awareness of relevant legislation.Ability to relate well to children and adults.Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.Ability to self-evaluate learning needs and actively seek learning opportunities.
Personal Qualities	<ul style="list-style-type: none">Commitment to maintaining confidentiality and providing neutral, professional support to the Governing Body.Ability to remain calm and professional when dealing with sensitive or challenging situations.A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.Willingness to work flexible hours, including attending evening meetings as required by the Governing Body.Ability to build good relationships with pupils, parents, carers and staff alike.Commitment to safeguarding pupils' wellbeing and understanding of equality.