

Featherstone Primary & Nursery School

School Administrator – Clerk to Governing Body / PA to headteacher Person Specification

	Criteria	Essential	Desirable
a	Administrative Experience	Proven and substantial experience and skills in an administrative role within a busy office environment.	Experience working in a school or educational setting.
b	Organisation & Workload Management	Highly organised, able to prioritise, multitask and manage a busy, varied workload effectively.	Experience managing competing priorities in a fast-paced environment.
c	ICT & Systems Proficiency	Strong ICT skills including confident use and highly competent skills and knowledge of MIS other administrative systems and software.	Experience of managing school websites, CPOMS, ParentPay, Weduc or similar systems.
d	Communication Skills	Excellent written and verbal communication skills.	Experience liaising with a wide range of stakeholders in a school context.
e	Confidentiality & Professional Integrity	Ability to handle sensitive and confidential information with discretion, integrity and professionalism.	Experience working with safeguarding or personnel records.
f	Clerking Skills	Ability to take accurate minutes and provide organisational and administrative support for meetings.	Experience of clerking governing body meetings or knowledge of school governance.
g	Governance	Understanding of governance procedures, legislation and policies OR clear willingness to undertake the required training prior to, or shortly after, appointment in own time.	Experience of advising governing bodies or SLT on governance, legislation and procedural matters, including supporting meetings and ensuring statutory compliance
h	Flexibility	Able to attend evening meetings and work additional hours and adjust working days/ hours at short notice as and when required.	Experience working in a dynamic school environment.
i	Teamwork & Collaboration	Able to work effectively as part of a team and build positive working relationships across the school community with all stakeholders and visitors.	Experience supporting senior leaders or governing bodies
j	Safeguarding, Compliance	Secure understanding of safeguarding, GDPR and confidentiality, and commitment to promoting the welfare of children.	Relevant safeguarding or data protection training.
l	Interpersonal skills and Relationships	Highly personable with strong interpersonal skills and ability to build positive, effective relationships with staff, pupils, governors, parents, and all other stakeholders.	Experience supporting senior leaders or governing bodies
m	Professional Development Commitment	Willing and able to attend courses, meetings and events outside normal hours, and commit to ongoing CPD as required.	Accredited or formal training relevant to school administration or governance

Applicants will only be considered for shortlisting and interview if they can clearly demonstrate on their application form that they fully meet all of the essential criteria. Applicants who clearly meet all of the essential and all/most of the desirable criteria will be shortlisted for the next stage of the recruitment process.

Application Form section 8: supporting statement

Applicants must complete the 'supporting statement' of the application form by clearly numbering each of the essential criteria below from a – m on the application form and clearly stating with at least 1 example, of how they clearly meet the criteria stated.

Conflict of Interest

Due to the nature of this role, it is not suitable for individuals where a conflict of interest may arise, including close, personal or familial relationships with members of the Governing Body, the Headteacher, school staff or pupils. The successful candidate will be required to declare any actual or potential conflicts of interest, including financial or personal interests, prior to appointment and on an ongoing basis.