THE KING'S SCHOOL
Person Specification

GOVERNANCE AND ADMINISTRATIVE ASSISTANT			
CATEGORY	**ESSENTIAL**	**DESIRABLE**	**EVIDENCE**
Education Training Qualifications	English and Maths GCSE Grade 4/C or equivalent. Good standard of general education. Commitment to ongoing professional development.	Business Administration qualification or equivalent. Governance, compliance or data protection training. Training in records management, GDPR, SAR or FOI processes.	Application
Experience	Experience of working in an administrative role. Experience of managing confidential information. Experience maintaining accurate records and systems. Experience working as part of a team.	Experience in a school or educational setting. Experience supporting governance or board meetings. Experience producing minutes, agendas and action logs. Reception/customer-facing experience. Finance, HR or compliance administration experience.	Application and references
Knowledge	Understanding of confidentiality and data protection. Knowledge of effective administration and record keeping. Understanding of customer service and professional communication. Awareness of safeguarding responsibilities.	Knowledge of governance procedures. Knowledge of GDPR, SARs and FOI requirements. Understanding of school compliance requirements. Knowledge of school MIS or office software systems.	Application, interview and references

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Skills	Excellent organisational and administrative skills. Strong written and verbal communication skills. Ability to prioritise workload and meet deadlines. Accuracy and attention to detail. Ability to maintain confidentiality. Strong interpersonal skills. Competent IT skills. Able to work independently and as part of a team. Professional and courteous manner. Flexible and adaptable approach.	Microsoft Office skills. Experience using education or governance systems. Ability to support multiple projects simultaneously.	Application, interview and references
Personal Qualities	Professional, reliable and trustworthy. Positive and proactive approach. Commitment to the school ethos and values. Ability to remain calm under pressure. Strong sense of responsibility. Commitment to safeguarding. Willingness to undertake training.	Interest in school governance and compliance. Interest in contributing to the wider life of the school community.	Application, interview and references