



Clarendon School

Person Specification

Post Title: Office & HR Administrator and Trust Clerk and CPD Administrator

School & Location: Clarendon School, Twickenham with travel to Hampton and Ham

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application

I Interview

R References

	Source	Essential (E) or Desireable (D)
Education and qualifications		
A good standard of literacy, oral and written.	A, I	E
Experience		
Previous experience of working in a school	A	D
Previous experience of HR administration	A, I	D
Previous experience of acting as a Clerk or a willingness to undertake training	A, I	E
Previous experience of minuting meetings and a willingness to undertake additional training to meet the requirements of the Trust and Governors meetings	A, I	E
Experience of managing time demands and completing work to deadlines in a busy environment	A, I	E
Experience of working in a team	A, I	E
Skills/Abilities/Knowledge		



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A good knowledge of word and excel (or Google docs and sheets)	A, I	E
A knowledge of school management information systems (MIS) or a knowledge of databases	A, I	E
A willingness to use new technology effectively to streamline processes	A, I	E
An eye for detail and excellent proofreading skills, producing clear and accurate papers for trustees and governors	A, I	E
A systematic approach to managing documentation to ensure compliance with policies, procedures and legal requirements	A, I	E
Able to be flexible around working hours to cover early morning and evening meetings (approximately 2 meetings per week)	I	E
Access to own transport to travel between sites. Currently Twickenham, Hampton and Ham	I	E
Personal qualities		
An ability to build and maintain effective working relationships with staff and governors/senior personnel and wider stakeholders	A, I	E
A flexible approach to work to accommodate a varied range of admin tasks	A, I	E
Understand the principles of confidentiality and how this would apply to this role	I	E