

**The Crypt School**  
**Person Specification**  
**Clerk to the Governors/Compliance Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• A Levels</li> </ul>
<b>Professional Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• ICT literate - knowledge of Microsoft programmes in particular Word and Excel</li> <li>• Proven skills in high level administration</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational environment</li> <li>• Previous experience working in compliance or regulation</li> <li>• Experience of working with Boards – including a knowledge of procedures at meetings – notices, agenda, minutes, conduct of meetings</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both written and verbal</li> <li>• Ability to work as part of a team</li> <li>• Well organised and good time management skills</li> <li>• Attention to detail high level of accuracy</li> <li>• Ability to prioritise against tight deadlines</li> <li>• Flexible and adaptable</li> <li>• Tenacious</li> </ul>	