Wargrave C of E Primary School

Person Specification

Post: Clerical Assistant

Knowledge	E = Essential D = Desirable	Identified by
Demonstrate an understanding of school office practice	D	A/I
An awareness and an understanding of general school issues	D	A/I
Training in SIMS	D	A/I
Skills and Abilities	**E = Essential D = Desirable**	**Identified by**
Ability to work effectively within a team environment, understanding office roles and responsibilities	E	A/I
Ability to build effective working relationships with all pupils & colleagues	E	A/I
Ability to promote a positive ethos and promote a positive attitude as a role model	E	A/I
Ability to work with all roles in our school setting	E	A/I
Ability to promote the positive values, attitudes and behaviour that are expected from the pupils in accordance with the schools aims	E	A/I
Able to liaise sensitively and effectively with parents and carers	E	A/I/T
Excellent Mathematics and English skills as required	E	A/I/T
Ability to undertake clerical/administrative duties and provide support as required	E	A/I/T
The ability to prepare and organise a range of documents	E	A/I/T
Effective use of ICT	E	A/I/T

Qualifications	E= Essential D=Desirable	

GCSE or equivalent in English and Mathematics	E	A
Experience	**E = Essential D = Desirable**	**Identified by**
Above within an educational setting	D	A/I
Professional Values and Practice	**E= Essential D= Desirable**	**Identified by**
Must be able to demonstrate all of the following: Ability to understand, build and maintain successful relationships with pupils, colleagues and office callers; treat them consistently, with respect and consideration, and demonstrate interest in their enquiry/concern	E	A/I
Special Attributes required of the Candidate	**E = Essential D = Desirable**	**Identified by**
Requirement to complete SIMS training as required	E	A/I
Participate in relevant training and development opportunities	E	A/I
Undertake appointed person certificate in first aid administration	D	A/I

Key   A = Application form/Letter
    I = Interview
    T = Task