



Ashurst Primary School

Clerical Assistant Person Specification

Knowledge	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> • Knowledge of Microsoft office • Knowledge of the need for sensitivity and confidentiality when dealing with all members of the school community 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p>
Skills and Abilities	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> • Ability to plan, prioritise and organise workload • An ability to keep up to date with manual and computerised records • Good interpersonal skills and public relations • Dedication to hard work • Willingness to learn from others, and to share good practice • An ability to maintain confidentiality • Excellent numeracy and literacy skills as required • Ability to undertake clerical/administrative duties and support as required • Knowledge of SIMS.net 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A,I,R</p> <p style="text-align: center;">A,I,R</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I,R</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,R</p> <p style="text-align: center;">A,I</p>
Qualifications	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> • Appropriate typing/word processing qualifications • Educated to GCSE level including English and Maths • NVQ Level II Business Admin or equivalent 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A,I</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p>

<ul style="list-style-type: none"> • Training in the use of SIMS software • First Aid qualifications 	D	A,I
	D	A,I
Experience	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> • Experience of basic clerical work as listed in the job description • Experience of operating office equipment • Legislation, eg FOI, Data Protection, Health and Safety and their practical application • Experience of working in a school office environment • Experience of operating a busy reception area • Experience of being the first point of contact for a school 	E	A,I
	E	A,I
	E	A,I
	D	A
	D	A,I
	D	A,I
Special Attributes and Personal Qualities	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> • An enthusiasm for involvement with all members of the school and wider community • A genuine interest in student welfare, safeguarding and child protection • Participate in relevant training and development opportunities • Willingness to help enrich and enhance the pupils' national curriculum requirements, e.g. after school clubs, 'Friends' activities etc 	E	A,I,R
	E	A,I
	E	I
	D	A,I