



## Clerical Assistant – Person Specification

Qualities & Attributes	Essential	Desirable	Assessed Application Interview References
<b>Qualifications</b>			
GCSE or equivalent in English and Mathematics	E		A, R
<b>ICT Skills</b>			
The ability to type accurately at approximately 40 wpm or higher	E		I
<b>Experience &amp; Knowledge</b>			
Experience of working with SIMS		D	A, R
Demonstrate an understanding of school office procedures		D	A, I
Knowledge of child protection procedures	E		A, I, R
Knowledge of budgeting / school meals procedures		D	A, I, R
Knowledge of attendance procedures		D	A, I, R
Knowledge of Microsoft Excel	E		A, I
Understanding of Equal Opportunities	E		A, I

<b>Skills and Abilities</b>			
Ability to work effectively within a team environment, understanding office roles and responsibilities	E		A, I, R
Ability to build effective working relationships with all pupils and colleagues.	E		A, R
Ability to promote a positive ethos and promote a positive attitude as a role model.	E		A, R
Ability to promote the positive values, attitudes and behaviour that are expected from the pupils in accordance with the ethos of a Catholic primary school	E		A, R
Able to liaise sensitively and effectively with parents and carers	E		A, I, R
Ability to undertake clerical/administrative duties and provide support as required	E		I, R
<b>Professional Values and Practice</b>			
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		R

The successful applicant will be required to complete relevant training and development as required.