

Person Specification

Post: Clerical Assistant

| Knowledge | E = Essential D = Desirable | Identified by |
|--|--------------------------------|---------------|
| | | |
| Knowledge of a secure environment | E | AF/I |
| Knowledge of safeguarding/child protection procedures | D | AF/I |
| To have an awareness of policies and procedures relating to Health and Safety, equality of opportunities and others relevant to the duties of the post | D | AF/I |
| Knowledge of attendance procedures using SIMS applications and software | D | AF/I |
| Knowledge of Microsoft Excel, Word and Publisher | E | AF/I |
| Skills and Abilities | E = Essential D = Desirable | Identified by |
| Excellent interpersonal skills, including the ability to deal with confidential and sensitive situations | E | I |
| Excellent administrative skills | E | AF/I |
| Excellent ICT skills including the ability to use a variety of Microsoft packages including Word, Excel and Publisher | E | AF/I |
| Effective use of ICT for data handling (SIMS etc.) | D | AF/I |
| Excellent numeracy/literacy skills | E | AF/I |
| Ability to use initiative and be pro-active | E | I |
| Ability to cope with conflicting demands and prioritise workload to meet deadlines | E | I |
| Ability to develop and maintain effective working relationships | E | I |

Person Specification

| Experience/Qualifications | E = Essential D = Desirable | Identified by |
|---|--------------------------------|---------------|
| Good general standard of education | E | AF/I |
| Typing experience | E | AF/I |
| Excellent verbal communication, e.g. via telephone or conversation | E | AF/I |
| Other business administration or equivalent experience | D | AF/I |
| Administrative experience in an educational setting (including SIMS) | D | AF/I |
| Experience of using data input systems | D | AF/I |
| Personal Qualities | E = Essential D = Desirable | Identified by |
| An ability to establish and develop positive relationships throughout school | E | I |
| To be friendly and welcoming to all children, staff, visitors and partners | E | I |
| Able to work under pressure | E | AF/I |
| To have a flexible and adaptable approach to working hours when necessary, e.g. to be available occasionally during school holidays at the request of the Head Teacher. | D | I |
