

## GARSWOOD PRIMARY SCHOOL

### PERSON SPECIFICATION – CLERICAL OFFICER



A = APPLICATION FORM

I = INTERVIEW

R = REFERENCE

	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>			
GCSE or equivalent Grade C or above in English and Maths		√	A/Certificate at Interview Day
<b>TRAINING</b>			
Evidence of continuing professional development		√	A
To be willing to undertake training		√	A
<b>EXPERIENCE</b>			
To have worked in an office environment		√	A/I/R
Working within a primary education environment	√		A/I/R
<b>KNOWLEDGE &amp; SKILLS</b>			
Able to deliver services and systems applicable for effective school office management	√		A/I/R
To demonstrate a practical understanding of the use of SIMS Packages, FMS, Personnel and Attendance	√		A/I/R
To be proficient in word processing and the use of Microsoft Word and other word processing packages		√	A/I/R
Able to use a range of ICT packages		√	A/I/R
Understand the importance of promoting positive relationships with the wider school community		√	A
<b>PERSONAL QUALITIES</b>			A/I/R
Highly developed interpersonal skills with maturity and sensitivity of approach		√	A/I/R
Ability to work under pressure and meet deadlines, accepting flexibility to attend twilight and evening meetings as required		√	A/I/R
Ability to develop positive working relationships with parents, staff and school Governors		√	A
Preparation of high quality reports		√	A