

RAINHILL COMMUNITY NURSERY SCHOOL

PERSON SPECIFICATION – CLERICAL ASSISTANT

CRITERIA	MET	ESSENTIAL/DESIRABLE	WHERE MEASURED
<u>Experience</u> <ul style="list-style-type: none"> • Experience of a similar type of role • Experience of working in an educational establishment • Experience of working with SIMS & FMS 		Desirable Desirable Desirable	Application Form/Interview Application Form/Interview Application Form/Interview
<u>Qualifications</u> <ul style="list-style-type: none"> • Word Processing • Evidence of Continuing Professional Development 		Desirable Desirable	Application Form/Interview Application Form/Interview
<u>Knowledge & Skills</u> <ul style="list-style-type: none"> • Good communication skills • Ability to work as a team member or alone as required • Good organisational, written and oral communication skills • A working knowledge of Microsoft packages • A working knowledge of SIMS & FMS • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 		Essential Essential Essential Desirable Desirable Essential	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
<u>Personal Qualities</u> <ul style="list-style-type: none"> • Personable and well presented • Reliable and punctual • Friendly and approachable manner • A flexible approach to working patterns • Accuracy and attention to detail • An ability to communicate clearly and accurately • An ability to keep calm under pressure • Common sense and initiative • An ability to judge when decision making needs to be taken to another responsible person • Discretion and confidentiality 		Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Interview

