

RAINHILL COMMUNITY NURSERY

**PERSON SPECIFICATION – CLERICAL OFFICER**

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

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