



'school, church and community working together'

Clerical Officer – Person Specification

<i>Qualities and Attributes</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessed</i> 1.Application 2.Interview 3.References
Qualifications			
GCSE or equivalent in English and Mathematics	✓		1,3
ICT skills			
The ability to type accurately at approximately 40 wpm or higher	✓		2
Experience and Knowledge			
Experience of working with SIMS		✓	1,3
Demonstrate an understanding of school office practice		✓	1,2
Knowledge of child protection procedures		✓	1,2,3
Knowledge of budgeting/school meals procedures		✓	1,2,3
Knowledge of attendance procedures		✓	1,2,3
Knowledge of Microsoft Excel	✓		1,2
Understanding of equal opportunities	✓		1,2
Skills and Abilities			
Ability to work effectively within a team environment, understanding office roles and responsibilities	✓		1,2,3
Ability to build effective working relationships with all pupils & colleagues	✓		1,3
Able to use own initiative to solve problems	✓		1,2,3
Ability to promote a positive ethos and promote a positive attitude as a role model	✓		1,3

Ability to promote the positive values, attitudes and behaviour that are expected from the pupils in accordance with the ethos of a Church of England primary school	✓		1,3
Able to liaise sensitively and effectively with parents and carers	✓		1,2,3
Ability to undertake clerical/administrative duties and provide support as required	✓		2,3
Professional Values and Practice			
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	✓		3

The successful applicant will be required to complete SIMS training as required, participate in relevant training and development opportunities and undertake appointed person certificate in first aid administration.