

RAINHILL COMMUNITY NURSERY

PERSON SPECIFICATION – CLERICAL OFFICER

CRITERIA	MET	ESSENTIAL/DESIRABLE	WHERE MEASURED
<p><u>Experience</u></p> <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 		<p>Essential Desirable Desirable</p>	<p>Application Form/Interview Application Form/Interview Application Form/Interview</p>
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Word Processing • Evidence of Continuing Professional Development 		<p>Essential Desirable</p>	<p>Application Form/Interview Application Form/Interview</p>
<p><u>Knowledge & Skills</u></p> <ul style="list-style-type: none"> • Good communication skills • Ability to work as a team member or alone as req. • Good organisational, written and oral communication skills • A working knowledge of Microsoft packages • A working knowledge of Sims FMS 		<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><u>Other</u></p> <ul style="list-style-type: none"> • Personable/well presented • Reliable and punctual • 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 		<p>Essential 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 Application Form/Interview Interview</p>