

PERSON SPECIFICATION – CLERICAL OFFICER

Person specification		E = Essential D = desirable	I = Interview A = Application
Qualifications	<ul style="list-style-type: none"> • Good passes in O Level/GCSE English and Maths 	D	A
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office 	E	A/I
	<ul style="list-style-type: none"> • Experience of working with the general public 	E	A/I
	<ul style="list-style-type: none"> • Experience of working in a school setting 	D	A
	<ul style="list-style-type: none"> • Experience of school related office procedures 	D	A/I
Knowledge	<ul style="list-style-type: none"> • Good understanding of Microsoft word and excel. 	E	A/I
	<ul style="list-style-type: none"> • Excellent knowledge of written and spoken English. 	E	A/I
	<ul style="list-style-type: none"> • Knowledge of SIMS applications 	D	A/I
	<ul style="list-style-type: none"> • Knowledge of office procedures, eg message taking, filing etc 	E	A/I
Skills and abilities	<ul style="list-style-type: none"> • Excellent telephone manner 	E	A/I
	<ul style="list-style-type: none"> • Excellent interpersonal skills 	E	A/I
	<ul style="list-style-type: none"> • Excellent communication skills 	E	A/I
	<ul style="list-style-type: none"> • Excellent organisational skills 	E	A/I
	<ul style="list-style-type: none"> • Able to work on own initiative 	E	A/I
	<ul style="list-style-type: none"> • Works well under pressure 	E	A/I
	<ul style="list-style-type: none"> • Able to use own initiative 	E	A/I
Personal Qualifications	<ul style="list-style-type: none"> • Enthusiasm, reliability and integrity 	E	A/I
	<ul style="list-style-type: none"> • The ability to meet deadlines 	E	A/I
	<ul style="list-style-type: none"> • Self motivation 	E	A/I
	<ul style="list-style-type: none"> • Able to work independently or as part of a team. 	E	A/I
	<ul style="list-style-type: none"> • A good sense of humour 		

