

Haydock High School



Person Specification – Clerical Officer

Area	E= Essential D= Desirable	Where Measured A – Application I – Interview
Education and Qualifications		
<ul style="list-style-type: none"> • Good standard of numeracy and literacy. 	E	A
<ul style="list-style-type: none"> • Excellent written communication skills. 	E	A
<ul style="list-style-type: none"> • At least NVQ level 2 or equivalent in a relevant discipline. 	E	A
Experience		
<ul style="list-style-type: none"> • Previous experience of working in a busy office. 	D	A/I
<ul style="list-style-type: none"> • Previous experience of working on a busy reception desk. 	D	A/I
<ul style="list-style-type: none"> • Experience of working with SIMS. 	D	A/I
<ul style="list-style-type: none"> • Experience of working in a school. 	D	A/I
<ul style="list-style-type: none"> • Working under pressure to tight deadlines. 	E	A/I
<ul style="list-style-type: none"> • IT experience including using Microsoft Office packages. 	E	A/I
Skills and Abilities		
<ul style="list-style-type: none"> • Ability to work calmly and with patience. 	E	A/I
<ul style="list-style-type: none"> • Ability to work as part of a team and also individually. 	E	I
<ul style="list-style-type: none"> • Encourage high standards of pupil behaviour. 	E	I
<ul style="list-style-type: none"> • Awareness of the need for confidentiality. 	E	I
<ul style="list-style-type: none"> • Good communication skills. 	E	I
<ul style="list-style-type: none"> • Organisation and prioritisation skills. 	E	I
<ul style="list-style-type: none"> • Excellent time management. 	E	I
Other		
<ul style="list-style-type: none"> • Willingness to undertake training as required. 	E	A/I
<ul style="list-style-type: none"> • Excellent attendance and punctuality. 	E	I