



Person Specification

Clerical Officer

		Essential	Desirable	Where Measured
Skills	Communication, written and verbal	✓		Application/interview/task
	Ability to work under pressure, meet deadlines, prioritise own work	✓		
	Team working	✓		
	Work on own or use initiative	✓		
	IT	✓		
	Numeracy	✓		
	Accuracy	✓		
Experience	File management systems (both ICT and manual) including security	✓		Application/interview/task
	Working in a customer focused environment	✓		
	Microsoft Office	✓		
	Legislation, e.g. FOI, Data Protection, Health and Safety and their practical application	✓		
	SIMS		✓	
	First Aid		✓	
Qualifications	Educated to GCSE level including English and Maths	✓		Application
	NVQ Level II Business Admin or equivalent	✓		
	Appropriate ICT qualification, e.g. CLAIT		✓	
Other circumstances	A flexible approach to working hours/location to ensure continuity of service provision	✓		Application/interview
	A genuine interest in student welfare	✓		
	Safeguarding and Child Protection		✓	
	Willing to undertake First Aid at Work qualification and administer First Aid on a daily basis.		✓	