

# St Bartholomew Primary School Person Specification

## Clerical Officer

A = APPLICATION FORM

I = INTERVIEW

R = REFERENCE

	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>			
GCSE or equivalent Grade C or above in English and maths		✓	A Certificates at Interview Day
Recognised shorthand/typing qualification	✓		A Certificates at Interview Day
<b>Training</b>			
Evidence of continuing professional development		✓	A
<b>Experience</b>			
To have worked at least two years in an office environment		✓	A
Working within a primary education environment	✓		A/I/R
<b>Knowledge and Skills</b>			
Able to deliver services and systems applicable for effective school office management		✓	I/R
To demonstrate a practical understanding of the use of SIMS Packages, FMS, Personnel and attendance	✓		A/I
To be proficient in word processing and the use of Microsoft Word and other word processing packages		✓	I
Able to use a range of ICT packages		✓	A/I
Understand the importance of promoting positive relationships with the wider school community		✓	I/R
<b>Personal Qualities</b>			
Highly developed interpersonal skills with maturity and sensitivity of approach		✓	I/R
Ability to work under pressure and meet deadlines, accepting flexibility to attend twilight and evening meetings as required		✓	I/R
Ability to develop positive working relationships with parents, staff and school Governors		✓	I/R
Preparation of high quality reports		✓	A/I/R