

**Mill Green School
Person Specification
Clerical Officer**

A = APPLICATION FORM I = INTERVIEW R = REFERENCE

	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications			
English and Maths minimum GCSE/standard grade		✓	A - Certificates at Interview Day
NVQ Level 2 in Business Administration or equivalent		✓	A - Certificates at Interview Day
Training			
Evidence of continuing professional development		✓	A
Experience			
Experience of working within a school setting	✓		A
Experience of undertaking a range of clerical and admin duties, including data input and retrieval		✓	A/I
Experience of Excel, Word, Outlook/email, and databases		✓	A/I
Experience of dealing with large workloads with the ability to multi-task		✓	A/I/R
Knowledge and Skills			
Knowledge of school information systems (SIMS)	✓		A/I
Ability to maintain efficient record keeping systems		✓	A/I
Ability to problem solve efficiently		✓	A/I
To be proficient in word processing and the use of Microsoft Word and other word processing packages		✓	A/I
Ability to communicate with a range of audiences, including colleagues, visitors, parents, governors and students		✓	A/I
Ability to show sensitivity and objectivity in dealing with confidential issues		✓	A/I/R
Ability to prioritise work, sometimes in a stressful environment to meet deadlines		✓	A/I
Excellent written and verbal communication skills		✓	I/R
Able to use a range of ICT packages		✓	A/I
Personal Qualities			
Proven organisational skills		✓	I/R
Flexible attitudes towards day-to-day tasks		✓	I/R
Ability to work under pressure		✓	I/R
Willingness to work additional / outside of school hours if required		✓	A/I/R
Ability to develop positive working relationships		✓	I/R
Willingness to undertake relevant training		✓	A/I/R
An ability to fulfil all aspects of the role with confidence through the medium of English		✓ □	I