



## St Theresa's Catholic Primary School

### Clerical Assistant Person Specification

Knowledge	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft office</li> <li>• Knowledge of the need for sensitivity and confidentiality when dealing with all members of the school community</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p>
Skills and Abilities	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> <li>• Ability to plan, prioritise and organise workload</li> <li>• An ability to keep up to date with manual and computerised records</li> <li>• Good interpersonal skills and public relations</li> <li>• Dedication to hard work</li> <li>• Willingness to learn from others, and to share good practice</li> <li>• An ability to maintain confidentiality</li> <li>• Excellent numeracy and literacy skills as required</li> <li>• Ability to undertake clerical/administrative duties and support as required</li> <li>• Knowledge of SIMS.net</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A,I,R</p> <p style="text-align: center;">A,I,R</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I,R</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,R</p> <p style="text-align: center;">A,I</p>
Qualifications	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY
<ul style="list-style-type: none"> <li>• Appropriate typing/word processing qualifications</li> <li>• Educated to GCSE level including English and Maths</li> <li>• NVQ Level II Business Admin or equivalent</li> <li>• Training in the use of SIMS software</li> <li>• First Aid qualifications</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A,I</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p>
Experience	E = ESSENTIAL D = DESIRABLE	IDENTIFIED BY



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<ul style="list-style-type: none"> <li>• Experience of basic clerical work as listed in the job description</li> <li>• Experience of operating office equipment</li> <li>• Legislation, eg FOI, Data Protection, Health and Safety and their practical Application</li> <li>• Experience of working in a school office environment</li> <li>• Experience of operating a busy reception area</li> <li>• Experience of being the first point of contact for a school</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">A,I</p>
<b>Special Attributes and Personal Qualities</b>	<b>E = ESSENTIAL D = DESIRABLE</b>	<b>IDENTIFIED BY</b>
<ul style="list-style-type: none"> <li>• An enthusiasm for involvement with all members of the school and wider community</li> <li>• A genuine interest in student welfare, safeguarding and child protection</li> <li>• Participate in relevant training and Development opportunities</li> <li>• Willingness to help enrich and enhance the pupils' national curriculum requirements, e.g. after school clubs, 'Friends' activities etc</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A,I,R</p> <p style="text-align: center;">A,I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A,I</p>