



THATTO HEATH PRIMARY SCHOOL

PERSON SPECIFICATION – CLERICAL OFFICER SCALE 11 – 13

Criteria	Essential/Desirable	Measure – Application Form/ Interview
Education and Training <ol style="list-style-type: none"> 1. NVQ level 2 or equivalent in a related field e.g. business administration and or GCSE English and maths or equivalent. 2. Computing/Word Processing Qualification 3. Evidence of Professional Development 	 E D D	 AF AF AF
Work Experience <ol style="list-style-type: none"> 1. Working in an office environment carrying out general office duties 2. Using computerised information and retrieval systems 3. Experience in working in a school environment 4. Experience of using Microsoft Office 5. Collecting, accounting and banking cash 6. Experience of using SIMS package for attendance and dinner money. 	 E E D E E D	 AF AF AF AF AF AF
Skills and Abilities <ol style="list-style-type: none"> 1. To be able to communicate positively and effectively with staff, pupils, the community and relevant external agencies 2. Ability to relate to and work with others as a member of a team 3. Ability to prioritise and organise workload in order to meet deadlines 4. Ability to use own initiative 5. To ensure confidential and sensitive information is dealt with in an appropriate manner 6. To give advice to service users in a clear and concise way 7. Demonstrate good written and oral skills 	 E E E E E E E	 AF/I AF/I AF/I AF/I AF/I I AF/I
Other <ol style="list-style-type: none"> 1. An ability to fulfil all spoken aspects of the role with confidence through the medium of English. 	 E	 AF/I

