

Clerical Assistant Person Specification

Requirement	Essential	Desirable
<u>Qualifications</u> Good general standard of education. Attended SIMS training. ICT qualifications, e.g. word processing	*	*
<u>Experience</u> Previous working in a school setting. Use of ICT applications relevant to the post, i.e. Word, Excel. Use of Schools Information Management Systems Experience of dealing with queries from parents, children and the public.	*	*
<u>Knowledge</u> Understanding of the importance of confidentiality and an appreciation of the implications of GDPR. Understanding of the context in which schools are operating. An understanding of Health and Safety issues relevant to the post.	*	*
<u>Skills/Attributes</u> Word processing and ICT skills – able to use a range of database and software packages. Literate – excellent standard of grammar, punctuation and spelling. Numerate – able to receive and record cash. Excellent interpersonal skills – able to deal with a variety of people, including children. Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc). Good communication skills – both oral and written. Good time management skills – be able to prioritise work. Able to keep calm in difficult situations. Able to operate effectively as a member of a team and with minimum supervision. Able to act upon own initiative. Self-motivated. Flexible – to meet peaks and flows of work. Willingness to undertake training. Commitment to Equal Opportunities.	*	