



St Augustine's Catholic Primary School

Part of the Holy Cross Catholic Multi Academy Company

Person Specification Clerical Assistant

Name:

Salary Scale: Grade 3

Area	Specification	Essential	Desirable
Knowledge	Knowledge of SIMS.net ICT package		X
	Knowledge of Office procedures & practices	X	
	Knowledge of word processing packages	X	
	Understanding of the importance of confidentiality and an appreciation of the implications of GDPR.	X	
Skills and Abilities	Excellent communication skills	X	
	Excellent organisational skills	X	
	Ability to prioritise workload	X	
	Ability to keep calm in difficult situations.	X	
	Confidentiality, tact, diplomacy and sensitivity	X	
	Ability to work independently and also as part of a team	X	
	Willingness to undertake training	X	
	Word processing and ICT skills – able to use a range of database and software packages	X	
Experience	Previous working in a school setting.		X
	Use of ICT applications relevant to the post, i.e. Word, Excel.	X	
	Use of Schools Information Management Systems		X



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	Experience of dealing with queries from parents, children and the public.		X
Education	Minimum GCSE (or equivalent) English and Maths (A – C)	X	
	Attended SIMS training.		X
	ICT qualifications, e.g. word processing		X
Special Requirements	This post is exempt from the provision of the Rehabilitation of Offenders Act 1974. Enhanced Disclosure and Barring Service clearance will be required prior to appointment.	X	

Date Reviewed: January 2022