



PERSON SPECIFICATION

CLERICAL ASSISTANT

	Essential	Desirable
1. Faith commitment		1.1 A practising and committed Catholic
	1.2 Secure understanding of the distinctive nature of the Catholic school	
		1.3 Evidence of participation in the faith life of the community
2. Qualifications		2.1 CLAIT or equivalent IT qualifications
		2.2 English/Maths GCSE or equivalent
3. Experience		3.1 Experience of working in an office environment
		3.2 Experience of handling money
		3.3 Experience of dealing with stakeholder enquiries
		3.4 Experience of using MS Office, including Word, Publisher and Excel.
		3.5 Experience of using SIMS
4. Professional development	4.1 Evidence of continuing professional development	
		4.5 Ability to identify own learning needs.

	Essential	Desirable
6. Accountability	6.1 Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors	
		6.3 Ability to provide clear information and advice to stakeholders
	7.1 Commitment to the aims and purposes and mission of a Catholic school	
	7.3 Commitment to school improvement	
	7.4 Ability to build and maintain good relationships	
	7.5 Ability to remain positive and enthusiastic when working under pressure	
	7.6 Ability to organise work, prioritise tasks, make decisions and manage time effectively	
	7.7 Good communication skills	
	7.8 Good interpersonal skills	
	7.9 Stamina and resilience	
	7.10 Confidence	
8. References	8.1 Positive references without reservation	