

PERSON SPECIFICATION

Job Title: Clerical Assistant **Job Number:** L3429D

Department: Education **Post Number:**

Location: St. Christopher Primary School **Grade:** 2

Knowledge:	<ul style="list-style-type: none">• Office procedures and practices.• Word processing, spreadsheet and database packages, internet and e-mail.• Basic knowledge of financial procedures• SIMS Modules preferable
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Skills and Abilities:	<ul style="list-style-type: none">• Reception skills, e.g. receiving visitors and telephone calls in a welcoming and courteous manner.• Excellent Language and communication skills.• Word processing /keyboard skills.• Able to compose letters showing good literacy skills.• Enjoy working with children and have the ability to communicate with them in a sensitive and caring manner.• Administer basic first aid when required.• Able to prioritise own workload, remain calm under pressure and cope with interruptions to tasks.• Able to adopt a flexible but organised approach to tasks and work as part of a team.• Demonstrate a friendly and helpful attitude towards staff, pupils and parents.• Possess a good sense of humour.• Able to understand the need for and to maintain confidentiality, working within the guidelines of the Data Protection Act.• Show a commitment to equal opportunities.
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Experience:	<ul style="list-style-type: none">• Relevant experience that involves working in an office environment, undertaking such tasks as reception duties, record keeping and use of telephone.• Word processing experience, using Windows packages, e.g. Microsoft Word.• SIMS module experience an advantage• Experience of working in an environment with children would be an advantage.
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Educational:	<ul style="list-style-type: none">• Word Processing/IT skills• First aid training would be an advantage
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