

# Person Specification

## POSITION: Clerical Officer

PERSONAL ATTRIBUTES				
	Essential Attribute	Stage Identified	Desirable Attribute	Stage Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Mathematics.</li> </ul>	A		
<b>Experience &amp; Knowledge</b>			<ul style="list-style-type: none"> <li>Experience of working with SIMS</li> <li>Knowledge of safeguarding/child protection procedures</li> </ul>	A / I A / I / R
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work effectively within a team environment, understanding office roles and responsibilities.</li> <li>Ability to build effective working relationships with all pupils and colleagues.</li> <li>Ability to promote a positive ethos and promote a positive attitude as a role model.</li> <li>Ability to liaise sensitively and effectively with parents and carers.</li> <li>Ability to undertake clerical/administrative duties and provide support as required.</li> <li>Ability to use own initiative.</li> </ul>	A / I / R A / I / R A / I / R A / I / R A / I / R A / I / R	<ul style="list-style-type: none"> <li>Ability to type accurately at approximately 40wpm or higher.</li> </ul>	A / I
<b>Professional Value &amp; Practice</b>	<p><b>Must be able to demonstrate all of the following:</b></p> <ul style="list-style-type: none"> <li>Ability to understand, build and maintain successful relationships with pupils, colleagues and office callers; treat them consistently, with respect and consideration, and demonstrate interest in their enquiry/concern.</li> <li>Willingness to participate in relevant training and development opportunities.</li> </ul>	A / I / R A / I		
<b>Qualities</b>	<ul style="list-style-type: none"> <li>Calm under pressure.</li> <li>Empathetic.</li> <li>Well-organised and able to communicate well with staff and children.</li> <li>Resourceful.</li> <li>Patient and flexible.</li> </ul>	A / I / R A / I / R A / I / R A / I / R A / I / R		
<b>Other circumstances</b>	<ul style="list-style-type: none"> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	I		

**A = Application form    I = Interview    R = Reference**

**\*Shortlisted candidates should bring with them copies of their qualifications**