

ST JOHN'S MEAD PRIMARY SCHOOL

Person Specification

Position: Clerical Assistant		Grade: H12
ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>A good level of general education normally evidenced by a minimum of 3 GCSEs (including Maths and English) at grade C or above or other equivalents or appropriate relevant experience.</p> <p>Word processing skills and experience.</p>	Relevant qualifications appropriate to the post.
EXPERIENCE AND TRAINING	<p>A minimum of 12 months experience in administrative/clerical work.</p> <p>Ability to use standard procedures including: collecting and recording of money, banking and invoices within financial procedures.</p>	Previous administrative/clerical experience of working in education or school environment.
JOB-RELATED & TECHNICAL SKILLS OR KNOWLEDGE	<p>Sound ICT skills and competence, including knowledge and ability to use Microsoft Word/Excel and Outlook.</p> <p>Knowledge of SIMS database.</p> <p>Good communication and interpersonal skills.</p> <p>Able to use initiative.</p>	<p>Trained in the use of Microsoft word and excel packages.</p> <p>Knowledge and experience of SIMS database.</p>

<p>PERSONAL SKILLS AND ABILITIES</p>	<p>Ability to take responsibility for carrying out designated tasks in an accurate and timely manner. Ability to communicate effectively (oral and written). Ability to organise and maintain effective filing systems (both paper and electronic).</p> <p>A pleasant telephone manner.</p> <p>A good sense of humour.</p> <p>Willingness to work in a flexible and co-operative manner as part of a team.</p> <p>Sensitivity and confidentiality.</p> <p>Ability to remain calm in stressful situations.</p> <p>Suitability to work with children and members of the community.</p> <p>Sympathy with the aims/ethos of a Church school</p>	<p>First Aid Certificate.</p>
<p>REFERENCES</p>	<p>Two supportive references.</p>	