**DURHAM TRINITY SCHOOL& SPORTS COLLEGE**

**CLERICAL ASSISTANT**

**PERSON SPECIFICATION**

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| **Category** | **Essential** | **Desirable** | **Where Identified** |
| Application | Completed Durham County Council Support Staff application form.  2 fully supported professional references to be taken up prior to shortlisting | Supporting letter of application | Application  References |
| Education/Qualifications | 5 GCSE’s (or equivalent) including Maths and English Language grades A-C |  | Interview |
| Skills and Knowledge | Good word processing skills, including using Word and Excel  Competent in carrying out general office tasks including reception duties | Knowledge of SIMS and FMS Systems  Experience of working in a school office  Experience of taking minutes | Application  Interview |
| Personal Attributes | Personable, honest, reliable and trustworthy  Sense of humour  Adaptable and flexible  Able to work on own initiative  Ability to work effectively as an individual and member of a team  Ability to communicate effectively with staff, parents and pupils  Ability to respect matters of a confidential nature  Ability to work under pressure and prioritise tasks accordingly |  | Application  Interview  References |