# **Brandon Primary School**

# **Clerical Assistant (Grade 3)**

# **Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
|  |  |  |  |
| Qualifications | * NVQ3 or equivalent in Administration or relevant equivalent discipline * GCSEs in Maths and English at grade C or above | * Willingness to attend further training * First Aid qualification (or willingness to work towards) | * Application form * Selection Process * Certificates |
| Experience | * Previous administrative experience * Experience of managing database systems * Experience of maintaining efficient and accurate records * Experience of effective teamwork | * Experience of dealing with the general public * Experience of working within an education environment * Experience of cash handling * Experience of school based systems, including SIMS and FMS | * Application form * Selection Process * References |
| Skills & Knowledge | * Thorough knowledge of Microsoft Office (Word, Excel, PowerPoint and email) * Excellent verbal and written communication skills * Excellent organisational skills * Problem solving, negotiating & decision making skills * Ability to multi-task * Ability to prioritise workload and meet deadlines | * Knowledge of safeguarding and child protection procedures | * Application form * Selection Process * References |
| Personal Qualities | * Positive and flexible approach to work * Ability to work to tight deadlines and under pressure * Ability to maintain all aspects of confidentiality * Self-motivated and a strong work ethic * Ability to work on own initiative and as part of a team * A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships * To be professional at all times * An understanding of and commitment to equal opportunities and anti-discriminatory practices for both children and adults * Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude |  | * Application form * Selection Process * References |