# **Brandon Primary School**

# **Clerical Assistant (Grade 3)**

# **Person Specification**

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| **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
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| 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
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| 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
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| 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
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