**PERSON SPECIFICATION**

**POST: Clerical Assistant Grade 2**

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| **QUALITIES & ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS /****TRAINING** | Educated to A level or equivalent standard.5 GCSEs (A\*-C) including Maths and English or equivalent NVQ 2 or equivalent qualification in relevant discipline (e.g. Business Administration Level 2 OR appropriate experience) | Basic First Aid training |
| Willingness to participate in training, including paediatric first aid training, and development opportunities | Aspiring to progress within role and beyond  |
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| **EXPERIENCE** | Recent general clerical, administrative and financial experience. | Experience of working within an education establishment or a busy office environment |
|  | Experience of reception duties |
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| **SKILLS / KNOWLEDGE** | Good numeracy and literacy skills | Appropriate knowledge of First Aid |
| Effective use of IT packages and good keyboard skills. | Knowledge of SIMS |
| Use of relevant equipment/resources |  |
| Excellent communication skills, both oral and written |  |
| Excellent organisational skills |  |
| Knowledge of relevant policies/codes of practice and awareness of relevant legislation |  |
| Ability to relate well to children and adults |  |
| Demonstrable, positive approach to customer care |  |
| Ability to multi-task, prioritise work and manage conflicting demands |  |
| Ability to work constructively as part of a team, understanding school roles and responsibilities and the role of Receptionist within these |  |
| Commitment to undertake personal and professional development |  |
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| **PERSONAL ATTRIBUTES** | Friendly, caring and approachable manner | Willingness to be involved in the wider life of the school |
| Strong interpersonal skills |  |
| Self-motivated and enthusiastic |  |
| Able to remain polite, calm and courteous in stressful situations |  |
| Reliable and punctual |  |
| Flexible, adaptable and able to work independently or as part of a team |  |