



PERSON SPECIFICATION

Clerical Assistant

Essential Criteria	
Experience	<ul style="list-style-type: none"> • General clerical/administrative work
Qualifications/Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Computer skills, word, excel, publisher etc
Skills and Knowledge	<ul style="list-style-type: none"> • Good understanding and ability to use relevant equipment/technology • Keyboard/computer skills • Ability to work constructively as part of a team • Ability to relate well to children and to adults • Good organising and prioritising skills
Personal Qualities	<ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills