



Personal Specification

Clerical Assistant

	Essential	Desirable
Education, training and Qualifications	<ul style="list-style-type: none"> • Good general education, with GCSEs (or equivalent) including Maths and English 	
Experience and Skills	<ul style="list-style-type: none"> • Admin experience • A good working knowledge of Microsoft Word and email • Proven ability to prioritise tasks, work to deadlines and respond to situations using own initiative • Excellent oral, IT and written communication skills 	<ul style="list-style-type: none"> • Previous school office experience • Knowledge of school information management systems and Microsoft Excel • Previous school office experience • Awareness of Child Protection issues • Experience of working in a busy and demanding environment
Skills and Attributes	<ul style="list-style-type: none"> • A high level of organisation and efficiency • A confident, calm and positive manner • The ability to respect confidentiality at all times • Excellent communication skills • Flexibility, diplomacy and discretion • Ability to work with frequent interruptions • Ability to work under the direction of the Office Manager/Finance Officer, as part of a team as well as on own initiative 	
Personal Qualities	<ul style="list-style-type: none"> • Willing to undertake additional duties as and when required to ensure the smooth running of the school • Common sense, co-operation and a positive approach • High standards of personal presentation with an excellent record of attendance and punctuality 	