

Person Specification for Clerical Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are not expected to meet all of these attributes to be suitable for short listing.

Attributes	Requirements	Method of Evaluation / Testing
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of education, At least GCSE Maths and English (or equivalent) Grade C (4) or above. 	Production of original Qualification Certificates and application form, and interview.
Knowledge & Experience	<ul style="list-style-type: none"> • An understanding of safeguarding issues in school. • Experience of working in an office environment, school experience would be an advantage. • Cash handling experience would be desirable. • Use of ICT equipment. • Experience of developing and undertaking administrative procedures. • Knowledge of relevant policies / codes of practice and awareness of relevant legislation. • Knowledge of Sims.net and dinner money package would be an advantage 	Interview, application form and references.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent numeracy & literacy skills. • Good IT skills. • Ability to relate well to children and adults. • To be able to prioritise workload. • To be able to maintain the high standard set for the welcoming ethos of the school. • Flexibility, common sense and initiative! 	Interview, application form and references.

	<ul style="list-style-type: none">• Be able to deal with a variety of people in a sensitive and diplomatic manner.• A high regard for the confidential nature of the work.• High standards of organisation• Effective communication skills and interpersonal skills with both children and adults alike.• Friendly and approachable.• A good sense of humour and a genuine interest for the welfare of children.• A caring, calm personal nature	
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