

Clerical Assistant - Person Specification

Essential			
Experience	Application Form	Interview	Evidence
Experience of working in a school office <i>or very busy office environment - dependent on individual experience</i>	✓	✓	✓
Experience of working as a team member	✓	✓	✓
Understand the need for confidentiality	✓	✓	✓
Able to use own initiative	✓	✓	✓
Knowledge			
A sound knowledge of computer databases and spreadsheets	✓	✓	✓
Ability			
Ability to work to agreed targets and work schedules	✓	✓	✓
Ability to communicate with persons at all levels and can demonstrate excellent people skills	✓	✓	✓
Ability to demonstrate excellent literacy skills	✓	✓	✓
Ability to work proactively to achieve efficiency and effectiveness of a team of staff	✓	✓	✓
Ability to organise one's own tasks with minimum supervision		✓	✓
Ability to work well in a crisis or emergency		✓	✓
Ability to use a problem solving approach to a wide range of enquiries		✓	✓
Desirable			
Certificate of First Aid	✓		✓
Good sense of humour		✓	