



Clerical Assistant – Person Specification

You will be responsible for the provision of clerical and administrative support for the staff and students in the School. We are looking for an individual used to secondary age students, with excellent organisational skills and the ability to work on their own initiative and as part of a team.

Essential	Desirable
<u>Qualifications</u>	
<ul style="list-style-type: none"> ▪ Educated to 'O' Level / GCSE standard with Grades A – C in Maths and English 	<ul style="list-style-type: none"> ▪
<u>Experience</u>	
<ul style="list-style-type: none"> ▪ Experience in an administrative / clerical role 	<ul style="list-style-type: none"> ▪ Previous experience of working in school environment ▪ Experience of using a variety of IT systems within a working environment
<u>Skills and Abilities</u>	
<ul style="list-style-type: none"> ▪ Excellent telephone manner ▪ Excellent keyboard skills ▪ Ability to be proactive and work independently as well as being an effective team player willing to contribute to work of whole team ▪ Experience of working to deadlines ▪ Excellent working knowledge of Microsoft Office packages ▪ Knowledge and understanding of the potential of ICT as a tool to improve efficiency and communications ▪ Excellent interpersonal, communication and numeracy skills ▪ Ability to work under pressure and to tight deadlines ▪ Ability to work in a sensitive environment maintaining high levels of confidentiality when necessary ▪ Good organisational skills including recording, monitoring and checking progress where key tasks are concerned ▪ Good written communication skills and the ability to proof read correspondence and documentation 	<ul style="list-style-type: none"> ▪ Extensive experience of working as a clerical or administrative assistant in a complex organisation ▪ Successful experience of dealing with a range of routine office tasks ▪ Knowledge and understanding of school organisation and aims
<u>Personal Qualities</u>	
<ul style="list-style-type: none"> ▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required ▪ A good sense of humour 	