



**Person Specification for the post of Clerical Assistant at Harpole Primary School – Job Ref. 1374**

<b>SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Knowledge, Experience and Skills	<ul style="list-style-type: none"> <li>➤ Current user of Microsoft Office applications.</li> <li>➤ Excellent telephone manner.</li> <li>➤ Excellent interpersonal skills.</li> <li>➤ Handles difficult situations sensitively.</li> <li>➤ Good standard of English and Maths.</li> <li>➤ Health and safety awareness.</li> <li>➤ Appropriate level of data protection, security and confidentiality awareness.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working within a school environment.</li> <li>➤ Current experience of SIMS.</li> <li>➤ Experience of cash handling.</li> <li>➤ Training in First Aid.</li> <li>➤ Understanding of equality and diversity.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>➤ Positive, happy, approachable and dynamic personality.</li> <li>➤ Able to build good relationships with pupils, staff, parents, governors and others.</li> <li>➤ Good time management.</li> <li>➤ Able to work on own initiative.</li> <li>➤ Well organised.</li> <li>➤ Takes a keen interest in children.</li> <li>➤ Enjoys a challenge.</li> <li>➤ Sense of humour!!</li> </ul>	<ul style="list-style-type: none"> <li>➤ Willingness to be involved in the wider aspects of school life.</li> </ul>
School Specific Needs	<ul style="list-style-type: none"> <li>➤ Able to work under pressure and to deadlines.</li> <li>➤ Able to maintain school office procedures effectively.</li> <li>➤ Able to identify resource requirements to maximise the efficient workings of a school office.</li> <li>➤ Commitment to school improvement.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Able to use modern technology to the best advantage of the school.</li> <li>➤ Willingness to undertake training and development opportunities as necessary.</li> </ul>