

Person Specification

Job Title: Clerical Assistant

Attributes	Essential	Preferred
Education / Qualifications	Essential: Educated to GCSE level with English at Grades A*- C or equivalent Word Processing RSA II or equivalent	
Experience	Essential: Previous experience of clerical work	Preferred: Experience of working in a school office Experience of word processing packages e.g. Word
Skills / Knowledge / Aptitude	Essential: Good interpersonal skills Good organisational skills Ability to work as part of a team and to use initiative when required Ability to cope with conflicting demands, deadlines and interruptions Ability to maintain confidentiality at all times	Preferred: Not applicable
Motivation	Essential: Willingness to be flexible Willingness to undertake further training as appropriate	Preferred: Not applicable
Physical	Essential: Not applicable	Preferred: Not applicable
Other	Essential: Willingness to undertake First Aid training Must be fluent in the English language in accordance with the Immigration Act 2016	Preferred: Current First Aid Certificate Assessed in interview