

Person Specification

Senior Clerical Assistant (Level 1b), Grade 4 (SCP5)

	Attributes	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education 	<ul style="list-style-type: none"> ➤ 5 GCSE's or equivalent, including English and Maths ➤ First Aid qualification ➤ NVQ level 2 in Administration or equivalent, or willingness to undertake this qualification
Work or relevant experience	<ul style="list-style-type: none"> ➤ General clerical/administrative work ➤ Computer/keyboard skills 	<ul style="list-style-type: none"> ➤ Experience of working in an educational setting or other relevant environment
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities ➤ ICT skills including Excel and Word ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> ➤ ICT skills including PowerPoint and Publisher
Personal Qualities	<ul style="list-style-type: none"> ➤ Good communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality 	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	