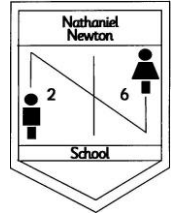


Nathaniel Newton Infant School

Victoria Road
Hartshill
Nuneaton
CV100LS
Tel: 02426 392236



Clerical Assistant Person Specification

Please make sure, when submitting your application documents, you give clear examples of how you meet the essential and desirable criteria.

Job Title	Clerical Assistant		
Establishment	Nathaniel Newton Infant School		
	Essential Criteria	Desirable Criteria	Evidence
Qualifications	<ul style="list-style-type: none"> - GCSEs or equivalent Grade A-C, to include Maths and English 	<ul style="list-style-type: none"> - Attainment of level 3 qualifications or equivalent (eg. A Levels) - Administration qualification 	<ul style="list-style-type: none"> - Application form - Original certificates
Professional Experience	<ul style="list-style-type: none"> - Experience of working in an office environment - Experience of working with different stakeholders - Experience of following policies and procedures 	<ul style="list-style-type: none"> - Experience of working in a school office - Experience of using SIMS modules - Knowledge and experience of school policies relating to Health and Safety, behaviour, attendance, equal opportunities, child protection 	<ul style="list-style-type: none"> - Application form - References
Knowledge	<ul style="list-style-type: none"> - An awareness of Health and Safety issues - Knowledge and awareness of the importance of confidentiality and data protection - An understanding of the ethos of the school 	<ul style="list-style-type: none"> - Knowledge of school administration practices and procedures - An understanding of safeguarding issues relating to children and other stakeholders - Knowledge of school payment systems 	<ul style="list-style-type: none"> - Application form - Interview - Interview tasks - References
Skills/Attributes	<ul style="list-style-type: none"> - Ability to fulfil reception duties including; - A polite professional telephone manner - Ability to take and relay accurate messages - Providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies - Ability to undertake a range of office administration, 	<ul style="list-style-type: none"> - First Aid Certificate - Ability to administer school financial tasks using SIMs FMS 	<ul style="list-style-type: none"> - Application form - Interview tasks - Interview

	<ul style="list-style-type: none"> - accurately and efficiently including data entry skills - Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies - Able to identify the needs of the school office and inform the line manager offering suggestions - Excellent organisational skills - Ability to prioritise workload and to work to, and meet, deadlines - Ability to problem solve - Ability to work accurately in a busy environment - Ability to work using own initiative and as part of the team - Ability to work in partnership with all staff, teaching and support, governors and parents and with commitment and enthusiasm 		
Personal	<ul style="list-style-type: none"> - Good timekeeping - Excellent health and attendance record - Discreet and confidential, being tactful and sensitive at all times - Approachable manner with good interpersonal skills - Sets high standards and expectations of themselves - Flexible attitude to working hours and the demands and changes within the role - A willingness to be involved in school life - Smart professional appearance - Total honesty, integrity and reliability - Energy, enthusiasm, adaptability and a good sense of humour 		<ul style="list-style-type: none"> - Application form - Interview - References
Training	<ul style="list-style-type: none"> - Evidence of recent and relevant training - Willing to undertake training in school based computer systems as necessary 		<ul style="list-style-type: none"> - -Application form - Interview
Other	<ul style="list-style-type: none"> - Commitment to Safeguarding and protecting the welfare of children and young people 	<ul style="list-style-type: none"> - Attended recent safeguarding training 	<ul style="list-style-type: none"> - Application form - Interview - References