



# Edith Cavell Primary School

## PERSON SPECIFICATION

**JOB TITLE:**

**Clerical Assistant**

Attributes	Essential	Preferred
<b>Education/Qualifications</b>	Educated to GCSE level with English at Grades A*-C or equivalent  Word Processing RSA II or equivalent	RSA III in Word Processing
<b>Experience</b>	Previous experience of clerical work	Experience of working in a school office  Experience of word processing packages eg Word
<b>Skills/Knowledge/Aptitude</b>	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	Experience of using RM Integris Experience of using the Google Suite.
<b>Motivation</b>	Willingness to be flexible  Willingness to undertake further training as appropriate  Willing to abide by all the School's policies and procedures such as, Equal Opportunities, Health and Safety, Child Protection, Confidentiality and Data Protection Policies	
<b>Physical</b>		
<b>Other</b>	Willingness to undertake First Aid training  To be able to uphold and promote a friendly, supportive and collegiate approach to working	Current First Aid Certificate