**Person specification**

**Essential Criteria**

# Knowledge and Experience

* 1. A basic knowledge of the work of a school
	2. Experience of undertaking a range of clerical duties
	3. Experience of, or willingness to learn, a range of computer applications

# Skills and Abilities

* 1. Ability to work in an organised and methodical manner
	2. Ability to be calm and efficient in an environment with many interruptions
	3. Ability to maintain efficient record keeping systems
	4. Ability to produce accurate and up-to-date records and reports as required
	5. Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc
	6. Ability to take personal responsibility for organising day to day workload
	7. Ability to demonstrate basic keyboard skills for accurate computer input and retrieval
	8. Ability to work effectively as part of a team
	9. Ability to work in a discreet and sensitive manner and work within the guidance of the Data Protection Act

# Personal Qualities

* 1. Ability to demonstrate commitment to Equal Opportunities
	2. Willingness to participate in further training and developmental opportunities offered by the school to further knowledge

**Desirable Criteria**

* 1. Knowledge of Word, Excel and Publisher, or similar software. Sims.net would be desirable but not essential as training can be provided.