



## Clubs Coordinator - Person Specification

Essential	Desirable	Assessed through:
<b>1. Qualifications</b>		
<ul style="list-style-type: none"> <li>Excellent levels of literacy and numeracy</li> <li>Willingness to undertake additional training</li> <li>Clerical/administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>Clerical/administrative experience in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Applicant's letter</li> </ul>
<b>2. Knowledge &amp; Understanding</b>		
<ul style="list-style-type: none"> <li>Knowledge of Microsoft Office including Microsoft Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of using an email communications system</li> <li>Knowledge of using SIMS</li> <li>Experience of using databases</li> </ul>	<ul style="list-style-type: none"> <li>Applicant's letter</li> <li>Interview</li> </ul>
<b>3. Communication Skills</b>		
<ul style="list-style-type: none"> <li>Communicate both verbally and through writing in a timely, clear, concise and effective manner to a range of audiences, with the ability to converse fluently in accurate spoken English</li> </ul>		<ul style="list-style-type: none"> <li>Applicant's letter</li> <li>Interview</li> </ul>
<b>4. Self Management Skills</b>		
<ul style="list-style-type: none"> <li>Ability to plan time and organise work effectively</li> <li>Ability and enthusiasm to work on your own initiative and as a member of a team</li> <li>Ability to work under pressure and meet deadlines</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>
<b>5. School Ethos</b>		
<ul style="list-style-type: none"> <li>Commitment to the welfare and safeguarding of children</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References (after interview)</li> </ul>
<b>6. Special Requirements</b>		
<ul style="list-style-type: none"> <li>Ability to work within set procedures and to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Ability to bring new ideas and initiatives and improve systems within school office environment</li> </ul>	<ul style="list-style-type: none"> <li>Applicant's letter</li> <li>Interview</li> </ul>