|  |  |  |
| --- | --- | --- |
| **R:\Office\logos & Letterheads\Foundation_Crest.png** | **KING EDWARD VI HANDSWORTH SCHOOL**  **FOR GIRLS**  **PERSON SPECIFICATION – STAFF CLERICAL ASSISTANT** | |
| **Experience and Knowledge** | Experience in a general administration environment. | E |
| Experience of the Microsoft Word package. | E |
| Experience of using database applications. | E |
| Experience of Reception work. | E |
| Working knowledge of Data Protection and Confidentiality. | E |
| Experience of working in an educational setting. | D |
| **Education and Qualifications** | A\* - C in GCSE English and Mathematics or equivalent | E |
| **Skills and Abilities** | An intermediate or above qualification in word processing/typing skills | D |
| Excellent communication skills both verbally and in writing. | E |
| Excellent customer service skills. | E |
| Ability to complete work to the required standards of accuracy and presentation. | E |
| Able to follow set procedures. | E |
| Ability to work on own initiative with minimum supervision. | E |
| Ability to work under pressure. | E |
| Ability to work within professional boundaries with all members of staff and visitors. | E |
| Take a collaborative role when working within a team. | E |
| Able to meet deadlines against changing priorities and competing demands. | E |
|  | The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post. | E |
| **Training** | Willingness to undertake relevant training. | E |
| Willingness to undertake first aid training and administer first aid. | E |
| **Attributes and Attitudes** | Flexible approach to work. | E |
| Punctual and reliable. | E |
| Ability to adapt to changes in the workplace. | E |
| Commitment to and belief in equality, diversity and inclusion. | E |
| **Safeguarding** | Knowledge, understanding and commitment to safeguarding and promoting the welfare of pupils. | E |
| Ability to form and maintain appropriate relationships and personal boundaries with pupils. | E |