



**The Sacred Heart Language College
186 High Street, Wealdstone, Harrow, Middlesex, HA3 7AY**

**“CONFIDENT IN GOD’S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE”**

PERSON SPECIFICATION

Clerical Assistant

The successful candidate will be employed by The Blessed Holy Family. He/she will be:

- Presentable, punctual and reliable
- Ability to communicate at all levels and formats, face and face and on telephone and in writing, via e-mail
- proactive and able to work unsupervised

The essential skills, qualities and attributes required of this person are:

- some experience in a similar role
- proficient in the use of Microsoft Office
- an understanding of the need for flexibility and adaptability in a school environment
- the ability to handle confidential and sensitive information
- the ability to relate well to both adults and young children
- the ability to deal professionally with parents’ concerns and questions

The following skills are desirable, although not essential as full training will be given:

- experience of working in a school environment
- experience of working with secondary school age children
- experience of (Schools Information Management System); Arbor
- First Aid Certificate