

## GRANGE ACADEMY PERSON SPECIFICATION

Job Title                      Clerical Assistant  
Grade                            3BS points 7 -11

		<b>Essential Attributes</b>	<b>Preferred Attributes</b>
<b>1</b>	Educational Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE level in English &amp; Maths at Grades A*-C, 4 – 9 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Relevant vocational qualification, for example Microsoft Office, RSA 2 in Typing/Word Processing CLAIT / IBT qualification or equivalent</li> </ul>
<b>2</b>	Experience	<ul style="list-style-type: none"> <li>Previous experience of working in a school or a similar role in a busy office environment.</li> <li>Experience of administrative work</li> <li>Experience in a face-to-face role</li> <li>Ability to stay calm in difficult situations and be able to problem solve</li> <li>Experience of working with Office 365 including Word, Excel, Email etc</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a special school office/care of health-related office environment</li> <li>Experience of liaising with pupils, parents and carers</li> </ul>
<b>3</b>	Skills and Knowledge	<ul style="list-style-type: none"> <li>Able to undertake administration and organisational services including typing/word processing to an excellent standard</li> <li>Excellent communication skills with a high level of written and spoken English language</li> <li>Ability to take clear and concise minutes</li> <li>Ability to maintain confidentiality at all times</li> <li>Able to work and multi-task in a busy environment with deadlines and interruptions, whilst maintaining attention to detail and a calm pleasant manner</li> <li>Able to prioritise tasks/organisational skills.</li> <li>Excellent telephone manner and communication skills including dealing with difficult/angry service users in a calm manner</li> <li>Good interpersonal skills to work alongside colleagues and visitors to the school</li> <li>Able to take First Aid and Administration of Medicines training</li> </ul>	<ul style="list-style-type: none"> <li>Completed a minute taking course</li> <li>Working knowledge of SIMS</li> <li>Good understanding of EHCP process</li> <li>Current First Aid Certificate</li> <li>Current Administration of Medicines Certificate</li> </ul>

4	Motivation	<ul style="list-style-type: none"> <li>• Self-motivated with a positive attitude</li> <li>• Ability to work as part of a team and to use own initiative when required</li> <li>• Able to work under pressure</li> <li>• Willingness to learn new skills and knowledge through training and shadowing</li> <li>• 'Can do' attitude</li> </ul>	
4	Other	<ul style="list-style-type: none"> <li>• Emotional resilience and empathy in working with children that can be challenging</li> <li>• Good understanding of SEND students</li> <li>• Excellent attendance and punctuality record</li> <li>• Good sense of humour (essential)</li> <li>• This is a customer facing post and the post holder must have the ability to fulfil all spoken and written aspects of the role with confidence through the medium of English</li> </ul>	

*The school is committed to safeguarding, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.*

<b>DBS Required</b> (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other eg: auditors, solicitors
<b>Work Related Travel</b> (please indicate as appropriate)	<input type="checkbox"/> Required to attend home visits/ meetings <input type="checkbox"/> Ability to travel around the county <input type="checkbox"/> Provide car for business use (Essential User)
<b>Health &amp; Safety Risk Assessment</b> (please indicate which are applicable)	<input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input checked="" type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input checked="" type="checkbox"/> Possible exposure to infection <input checked="" type="checkbox"/> (occasional risk) Risk of verbal abuse <input checked="" type="checkbox"/> (Unlikely, but some children are unpredictable) Risk of physical assault <input checked="" type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles