

Clerical Assistant Person Specification

At Baysgarth School PRIDE permeates everything we do and represent, including our person specifications for our support staff posts.

PRIDE Value	Essential	Desirable	Evidence
Positive			
Be relentlessly positive	✓		A, I, R
Believe in Baysgarth School and be ambitious for ourselves, our school, our students and our community	✓		A, I, R
Embrace change and be passionate about improvement	✓		A, I, R
Always model the behaviours we expect to see	✓		A, I, R
Demonstrate a growth mindset and encourage it with others	✓		A, I, R
Respect			
Be consistent and fair; demonstrate exemplary manners at all times with staff, students and stakeholders	✓		A, I, R
Model and demonstrate high standards	✓		A, I, R
Believe in teams and foster a spirit of collaboration	✓		A, I, R
Independence			
Think outside the box and encourage others to do the same	✓		A, I, R
Take risks and support others to do the same	✓		A, I, R
Take responsibility for own professional development and actively seeks to improve performance	✓		A, I, R
Seek out and develop innovative practice	✓		A, I, R
Determination			
Be resilient and encourage this with colleagues and our students	✓		A, I, R
Be determined to close the gaps between student achievement and potential	✓		A, I, R
Be determined to form strong partnerships to improve provision for students	✓		A, I, R
Excellence			
Have the highest aspirations for the school and our students in terms of behaviour and academic achievement	✓		A, I, R
Celebrate individual and collective success	✓		A, I, R

Interpersonal Skills; Intellectual Ability; Motivation			
	Essential	Desirable	Evidence
Excellent organisational skills	✓		A, I, R
Excellent interpersonal skills	✓		A, I, R
Commitment to diversity, safeguarding and health and safety	✓		A, I, R
Excellent verbal and written communication skills	✓		A, I, R, T
Proficient IT skills	✓		A, I, R
Professional integrity and an ability to maintain the utmost confidentiality	✓		A, I, R
Ability to work under pressure to tight deadlines	✓		A, I, R
Commitment to continuous professional development	✓		A, I, R
Ability to form and maintain appropriate relationships and personal boundaries with children	✓		A, I, R
Ability to provide high quality customer care, dealing with issues and complaints swiftly and efficiently	✓		A, I, R
Ability to work as part of, a team, demonstrating flexibility and interdependence	✓		A, I, R
Ability to solve problems and communicate them effectively	✓		A, I, R
Commitment to the school's aims/objectives and ability to articulate this to others	✓		A, I, R

Qualifications and Awards		
Essential	Desirable	Evidence
GCSE English or equivalent at grade C or above		A, C
GCSE Maths or equivalent at grade C or above		A, C
	Administrative qualification	A, C
	Customer Service qualification	A, C
	ICT qualification	A, C

Relevant Experience		
Essential	Desirable	Evidence
Experience of working in a secondary school	Experience of working in more than one secondary school	A, I, R
Experience in using ICT in relation to information retrieval, use of e-mail, Microsoft packages, office equipment and machinery (copier/fax)	Experience of switchboard duties	A, I, R
Experience in dealing with difficult situations with sensitivity and diplomacy		A, I, R
Current First Aid at Work certificate recognised by HSE, or willingness to undertake training.		A, I, R

Key: A = Application; I = Interview; T = Tests/Teaching; C = Certificates; R = References

