



Person Specification Administrative clerk

Essential

Experience	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems • Experience of handling financial accounts
Qualifications/ Training	<ul style="list-style-type: none"> • A good standard of education to at least GCSE level • Very good numeracy/literacy skills • Administrative IT skills
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Ability to relate well with children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Provide a welcoming first point of contact • Manage and prioritise workload • Take personal initiative to liaise with teaching and non-teaching staff • Ensure diary commitments are kept up to date • Ability to self-evaluate learning needs and actively seek learning opportunities • Knowledge and understanding of teachers roles • Good organisational skills
Personal	<ul style="list-style-type: none"> • Adaptable • Cool under pressure • Excellent as an organizer • Friendly • Purposeful • Resourceful • Trustworthy

Desirable

Experience	<ul style="list-style-type: none"> • Experience of work in schools
Qualifications/ Training	<ul style="list-style-type: none"> • Use of SIMs • NVQ 3 or equivalent qualification or experience in relevant discipline
Knowledge/Skills	<ul style="list-style-type: none"> • Knowledge of first aid • Understanding of primary school assessment systems • Knowledge of education management • Experience of DfE data returns • Experience of school attendance systems inc. SIMS.net • Experience of school attendance procedures