



PERSON SPECIFICATION

Clerical Assistant

Hawthorn Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Education & Qualifications	<ul style="list-style-type: none"> • 4 GCSE passes at Grade A-C or equivalent including Maths and English Or • NVQ Level 2 or equivalent in a relevant subject 	AF/I	<ul style="list-style-type: none"> • First Aid Certificate 	AF
Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience in dealing with people either face to face or on the telephone. • Appropriate level of IT and keyboard skills in particular a good working knowledge of Microsoft office to include excel and word. • Ability to work to tight deadlines • Ability to remain calm under pressure. • Appropriate level of data protection, security and confidentiality awareness. • Methodical approach to work and able to produce accurate information • Reliable and flexible in order to meet the needs of the school. 	AF/I AF/I AF/I I I AF/I	<ul style="list-style-type: none"> • Experience of working within a school environment. • Experience of MIS systems • Knowledge of the respective roles and responsibilities of the governing body, the Head Teacher, Multi-Academy Trust and the DfE • Knowledge of GDPR regulations 	AF/I I AF
Ability & Skills	<ul style="list-style-type: none"> • A well-constructed, legible application. • Ability to communicate effectively with all stakeholders • Ability to establish good working relationships with staff • Ability to remain calm in difficult situations • Ability to work to tight deadlines • Maintain confidentiality at all times 	AF AF/I I I		
Equal Opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of Equal opportunities. 	I	Examples of good practice from their own experience	AF/I

Safeguarding	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • Subjected to a full Disclosure and Barrier check, satisfactory references and disqualification by association form completed. • Able to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to deal with sensitive information in a confidential manner. 	<p>I</p> <p>AF/I</p> <p>I</p> <p>I</p>		
Personal Attributes	<ul style="list-style-type: none"> • Be a person of integrity • Ability to remain impartial • Flexibility • Sympathetic to the needs of others • Be open to learning and change • Positive attitude to personal development and training • Good interpersonal skills 	<p>I</p> <p>I</p> <p>I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		

AF= Application Form

I = Interview