

PERSON PROFILE

CLERICAL ADMINISTRATOR

	Essential	Desirable	Method of Assessment
General Qualifications & Training			
GCSEs in English & Mathematics at Grade C (or equivalent Level 2) / evidence a good standard of literacy / numeracy	✓		AF / D / I
Relevant qualification in Business and/or Finance		✓	AF / D
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	✓		AF / I
Experience			
Experience of working in a finance or administration role	✓		AF / I / R
Experience of working in a school environment		✓	AF / I / R
An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	✓		AF / I / R
Skills, Knowledge & Aptitudes			
Ability to prioritise and organise work effectively	✓		AF / I / R
Ability to work to tight deadlines and to remain calm under pressure	✓		AF / I / R
Good interpersonal skills – able to deal effectively and develop positive and effective working relationships with a wide range of people at all levels	✓		AF / I
Competent in the use of standard office software applications such as Word, Excel, email and internet	✓		AF / I / R
Knowledge of school-based software systems, for example SIMS		✓	AF / I
Personal Attributes			
Excellent oral and written communication skills	✓		AF / I
Flexible, able to multi-task and adapt to changing priorities, with a can-do attitude	✓		AF / I / R
Discrete when dealing with sensitive and / or confidential matters	✓		AF / I / R
Excellent time management / prioritisation skills	✓		AF / I
A good team worker whilst retaining the ability to work on own initiative	✓		AF / I
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement.	✓		AF / I / R
Understands and respects the importance of confidentiality	✓		AF / I / R

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Other Requirements			
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	✓		AF / I / R
Good sickness/attendance record in current/previous employment (not including absences resulting from disability)	✓		AF / I / R
No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments)	✓		AF / I / R
Full driving licence		✓	AF / D
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk).	✓		D

AF – Application Form I – Interview

D – Certificate or documentary evidence to be supplied at interview

R – References