



HOLY TRINITY

PERSON SPECIFICATION

POST TITLE: Clerical Support Officer – Attendance

ATTRIBUTES		ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of office administration	✓		A/R
	Experience of working in a school environment		✓	A
	Experience of administering first aid		✓	A
EDUCATION AND TRAINING	Level 2 qualifications in English and Maths	✓		A
	Appropriate first aid training		✓	A
SKILLS AND ATTRIBUTES AND EXPERIENCE	Accurate keyboard skills and good working knowledge of Microsoft Office applications	✓		A/I/R
	Working knowledge of SIMS		✓	A/I/R
	Good literacy and numeracy skills	✓		A/I/R
	Good oral and written communication skills	✓		A/I/R
	Accuracy and attention to detail	✓		A/I/R
	Ability to maintain confidentiality	✓		A/I/R
	Ability to organise and prioritise work and use own initiative	✓		A/I/R
	Ability to work constructively as part of a team	✓		A/I/R
	Ability to relate well to children and adults	✓		A/I/R

	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A/I
ADDITIONAL FACTORS	Commitment to work in line with the school ethos and mission	✓		A/I/R
	Willingness to work flexibly in accordance with policies and procedures, to meet the needs of the school	✓		A/I/R
	Willingness to undertake training and continuous professional development in connection with the post	✓		A/I/R
	Compliance with policies relating to Health and Safety, Equality and Diversity and data protection	✓		A/I/R
	Satisfactory enhanced DBS disclosure to work in an environment dealing with young people	✓		A/I/R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/I/R
	A commitment to safeguarding and promoting welfare for all	✓		A/I/R

A: Application, I: Interview, R: Reference