

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Clerical Officer

GRADE: 3

DEPT/SERVICE: Witton Church Walk CE Primary School **JOB REF:** AAAD5008

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> ECDL or equivalent 	<ul style="list-style-type: none"> 3 GCSE passes or equivalent, including English & Mathematics 	<ul style="list-style-type: none"> Production of certificates Application form
Experience	<ul style="list-style-type: none"> School office, reception or customer care SIMS systems School Website 	<ul style="list-style-type: none"> Working with people Using the telephone Working to deadlines Handling some finance 	<ul style="list-style-type: none"> References. Application Form Interview
Job Related Knowledge	<ul style="list-style-type: none"> School Office procedures and knowledge of school cycles Ability to use general office equipment, photocopier etc 	<ul style="list-style-type: none"> Good working knowledge of Microsoft Office Organisational skills Record keeping Internet skills Email Cash handling 	<ul style="list-style-type: none"> References. Application Form Interview
Skills and Aptitudes	<ul style="list-style-type: none"> Ability to work effectively under pressure 	<ul style="list-style-type: none"> Customer focused Flexibility Able to manage own workload Confidentiality Ability to work under pressure in a busy and diverse environment Polite and pleasant manner Sense of humour Able to relate to children Able to work as part of a team 	<ul style="list-style-type: none"> References. Interview
Other Requirements	<ul style="list-style-type: none"> Evidence of ability to work effectively and in an organised way and show initiative 	<ul style="list-style-type: none"> A willingness to embrace the Christian Ethos of the school 	<ul style="list-style-type: none"> Interview

Cheshire West and Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.