



School Clerk
PERSONAL SPECIFICATION



FACTOR	MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
WORK RELATED SKILLS/ KNOWLEDGE	<ol style="list-style-type: none"> 1) Sound literacy and numeracy skills 2) Excellent communication skills 3) Ability to work as part of a team 4) Comprehensive ICT skills (use of SIMs desirable) 5) Excellent organisational skills 6) Excellent interpersonal skills 	Application & interview
EXPERIENCE/ QUALIFICATIONS/ TRAINING	<ol style="list-style-type: none"> 1) English and maths GCSE 2) Evidence of continuing professional development 3) Sound knowledge of ICT packages eg Microsoft Word, Excel, Publisher 4) Experience of customer services work 5) Experience of handling cash and banking procedures 	Application, certificate Application, interview Application, interview Application, interview Application, interview
WORK RELATED CIRCUMSTANCES	<ol style="list-style-type: none"> 1) Suitable to work with, and commitment to safeguard children 2) Ability to manage own time effectively 3) Ability to work under pressure and to deadlines 4) Ability to deal with challenging situations 5) Experience of working in a school or similar setting 	Application, DBS, interview Application, interview Application, interview Application, interview Application, interview

