



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Clerical Assistant - Level 1 (Park View School)

GRADE: Band 3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment		<ul style="list-style-type: none">NVQ Level 2 or equivalent	<ul style="list-style-type: none">Application FormCertificates
Work Experience	<ul style="list-style-type: none">Experience of clerical work	<ul style="list-style-type: none">Experience of working in a school/educational establishment	<ul style="list-style-type: none">Application FormInterviewReferences
Knowledge/ Skills/ Aptitude	<ul style="list-style-type: none">Good keyboarding skillsUse of ICT including word processing and data inputAble to use relevant office equipment (keyboard, photocopier)Good numeracy/literacy skills		<ul style="list-style-type: none">InterviewReferencesTest may be used to assess literacy, numeracy and keyboard skills
Disposition	<ul style="list-style-type: none">Willingness to undertake training and developmentAble to relate well to children and adultsAble to work as part of a teamAble to learn from self-evaluationFlexible approach to workCommitted to the principles of equality and diversity		<ul style="list-style-type: none">Interview
Circumstances	<ul style="list-style-type: none">Enhanced clearance from the Disclosure and Barring Service		<ul style="list-style-type: none">DBS Check