



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Clerical Assistant - Level 1

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 Form Certificates
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 Form Interview References
Knowledge/ Skills/ Aptitude	<ul style="list-style-type: none"> Good keyboarding skills Use of ICT including word processing and data input Able to use relevant office equipment (keyboard, photocopier) Good numeracy/literacy skills 		<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Willingness to undertake training and development Able to relate well to children and adults Able to work as part of a team Able to learn from self-evaluation Flexible approach to work Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> DBS Check