

## Person Specification for Clerical Assistant

	Method of Assessment	ESSENTIAL REQUIREMENTS
<b>QUALIFICATIONS</b>		
<b>SAFEGUARDING</b>	AF I	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting welfare of children and young people</li> <li>• Applicants are strongly advised to read the school’s Child Protection Policy and other safeguarding policies and documents on the school website.</li> </ul>
<b>EQUALITY</b>	AF I	<ul style="list-style-type: none"> <li>• Committed to equal opportunities for all children and young people. Please read the school’s Equality Policy on the school’s website.</li> <li>• Value diversity. Please read the school’s Equality Policy and Community Cohesion Policy on the school website.</li> <li>• Committed to not allowing any discrimination with regards to race, faith/belief, disability, sex, age*, marital status*, sexual orientation, gender reassignment or pregnancy/maternity</li> </ul> <p style="font-size: small;">* These two protected characteristics do not apply to children of school age.</p>
<b>PROFESSIONAL DEVELOPMENT</b>	AF I	<ul style="list-style-type: none"> <li>• Committed to professional growth and development</li> </ul>
<b>EXPERIENCE</b>	AF I	<ul style="list-style-type: none"> <li>• Experience in an office</li> </ul>
<b>SKILLS AND ABILITIES</b>	AF I	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to work as part of an effective team</li> <li>• Good level of written and oral communication skills</li> <li>• Good reasoning powers and good judgement in a variety of situations</li> </ul>
<b>PERSONAL QUALITIES</b>	AF I	<ul style="list-style-type: none"> <li>• Enthusiastic and optimistic</li> <li>• Dedicated to improving children’s lives and opportunities</li> <li>• Ambition and drive for children to achieve their very best</li> <li>• To be able to reflect on own practice and to be self-critical</li> <li>• Promotion of positive management strategies and constructive handling of issues.</li> </ul>

*NB references will be used to support the selection panel’s assessment.*

### Method of Assessment (M.O.A.)

AF. = Application Form  
P = Presentation

I = Interview  
LO= Lesson observation

T = Test or Exercise