

**PERSONNEL SPECIFICATION: CLERICAL ASSISTANT**

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|  | **ESSENTIAL (E) /DESIRABLE (D)** |
| **Experience:** | * Experience using Microsoft Office. (E) * Experience of working in an office environment (E) * Experience of working in a school office (D) * Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E) |
| **Qualifications/**  **Training:** | * Be able to demonstrate the ability to work at level 1/2 literacy and numeracy. (E) |
| **Knowledge/Skills:** | * Knowledge of general office work. (E) * Good literacy and numeracy skills. (E) * Good communication skills including telephone/reception skills. (E) * Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.(E) * Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.). (E) * Have a neat and organised approach to work. (E) * Be willing, courteous and able to work both using your own initiative and in a team. (E) * Respect confidentiality. (E) * In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level (E) |