

Person Specification

POST TITLE: Administration/Organisation BS3

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	Induction/basic skills Good numeracy/literacy skills	NVQ 2 or equivalent qualification or experience in relevant discipline
Relevant Experience	General clerical/administrative work	Previous experience in a school environment
Knowledge	Good understanding and ability to use relevant technology e.g. photocopier Keyboard/computer skills	Knowledge of word processing, spreadsheets and data handling e.g. Microsoft Office
Skills	Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Participation in development and training opportunities
Special Circumstances Clerk to the Governors	Competent with the use of email and MS Office	Previous clerking experience