

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

Our school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: Reprographics & Clerical Assistant

GRADE: 3

DEPT/SERVICE: Children's Services

UNIT/SECTION: Bishop Heber High School

JOB REF: AAE5026

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	General Education GCSE's (or equivalent including Maths & English). First Aid at Work Certificate		Certificates. Certificate & Experience
Experience	Previous school based experience.	Computer literate in Word & Excel, email and Database systems.	References, application form and interview.
Job Related Knowledge	Knowledge of Schools related Database (e.g SIMS.net)	Ability to show high level of competence in administrative procedures.	Application form, tests and interview.
Skills and Aptitudes		Effective communication skills, both verbal and written. Excellent organisational, time management and prioritisation skills. Confidentiality	Interview
Other Requirements		Ability to work under pressure and with conflicting demands and deadlines. Proactive with ability to use own initiative. Flexible and committed Ability to form and maintain appropriate relationships and personal boundaries with children	Interview and references.