

## 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.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

**JOB TITLE: Clerical and Typing Assistant**

**GRADE: 3**

**DEPT/SERVICE: Bishop Heber High School**

**UNIT/SECTION:**

**JOB REF: JDQ AAAE 5152**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>	Word processing/typing qualifications.  Other allied training.  ECDL	5 A* - C GCSE passes, including Maths and English or equivalent.	Certificates and references
<b>Experience</b>	School related administration, reception duties	Administration background  Good knowledge of Microsoft Office	Background References
<b>Job Related Knowledge</b>	Previous experience in a school environment / use of Arbor		References
<b>Skills and Aptitudes</b>		Good telephone manner and interpersonal skills at all levels.  Keyboard skills.  Attention to detail.  To be able to work under pressure in a very busy school office.	Interview

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		Ability to prioritise and meet deadlines.	
<b>Other Requirements</b>	Customer focussed	To be a team player Flexibility Confidentiality Commitment to safeguarding of children and young people.	References

**Note:** Cheshire West and Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.