

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
Qualifications	Word processing/typing qualifications. Other allied training. ECDL	5 A* - C GCSE passes, including Maths and English or equivalent.	Certificates and references
Experience	School related administration, reception duties	Administration background Good knowledge of Microsoft Office	Background References
Job Related Knowledge	Previous experience in a school environment / use of Arbor		References
Skills and Aptitudes		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.	
Other Requirements	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.