



School Clerk – Job Specification

<u>Experience</u>	<u>Essential (E) Desirable (D)</u>	<u>Assessment</u>
<ul style="list-style-type: none"> • Able to demonstrate significant experience of working in an office environment dealing with conflicting priorities, working to deadlines and handling sensitive matters. 	E	Application Form
<ul style="list-style-type: none"> • Able to organise and accurately minute confidential meetings. 	E	Application Form and Interview
<ul style="list-style-type: none"> • Ability to develop effective working relationships with parent/carers learners, staff and professionals. 	E	Application Form and Interview
<u>Qualifications</u>		
<ul style="list-style-type: none"> • NVQ Level 3 or equivalent qualification or experience in relevant discipline. 	E	Application Form
<u>Knowledge/Skills</u>		
<ul style="list-style-type: none"> • Effective use of specialist ICT packages – SIMS/Authority Financials, ParentPay, ITRENT, MS Office, Google Forms and Publisher. 	E	Application Form and Assessment
<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation, relevant Financial Instructions, Audit Guidelines and HR Policies. 	D	Application Form
<ul style="list-style-type: none"> • Awareness of GDPR and handling information securely in a confidential and impartial manner. 	E	Interview
<ul style="list-style-type: none"> • Ability to relate well to children and adults. 	E	Interview
<ul style="list-style-type: none"> • Work constructively and flexibly as part of a team, understanding roles and responsibilities and your own position within these. 	E	Interview
<ul style="list-style-type: none"> • Ability to self-evaluate evaluate learning needs and actively seek learning opportunities. 	E	Interview