



*'We are all God's children and will try to live, love,
work and serve as Jesus taught us.'*

ST JOSEPH'S CATHOLIC SCHOOL, CHRISTCHURCH

Clerical Officer/Administrative Assistant

PERSON SPECIFICATION

Essential	Desirable
Commitment to support the Catholic ethos of the school	Practising Catholic
Full DBS clearance	
Secure understanding of safeguarding and child protection in relation to the role	Evidence of training received in past two years
Evidence of efficient office practice	Secretarial qualifications Experience of working in a school environment
Organised approach to work, with ability to prioritise and cope with interruption and work under pressure	
High Level of competency using email systems e.g. Outlook	Knowledge of school databases, ideally Arbor and experience of using Excel
High level of competency with word-processing e.g. Word	
Friendly, approachable and sympathetic manner	
Appreciation and ability to respect high levels of confidentiality	
Able to reflect on own practice	
Good communication and inter-personal skills	
Has an understanding of what it means to be a good team player	
Show commitment to wider, whole-school needs	
Professional approach	