



Leighton Academy

PERSON SPECIFICATION

JOB TITLE	Clerical Assistant Primary	GRADE	3
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ATTRIBUTES	DESCRIPTION	DESIRABLE
Knowledge and Experience	Minimum of 5 GCSE's or equivalent including good passes in Maths & English Experience and working knowledge of confidential administrative practice. Working in an environment where experiences include taking initiative and self-motivation, and accepting leadership from others. Competence in the use of computer systems including Microsoft Office.	Experience of working in a school or academy
Skills and Abilities	Able to work under pressure, organise time and work to deadlines. Excellent communication skills, both verbal and written. Reliable, honest, trustworthy. Ability to maintain confidentiality at all times. Friendly and approachable whilst maintaining a professional manner at all times. Meticulous attention to detail. The ability to relate to young people, to provide support for them.	Understanding and appreciation of relevant policies and procedures
Personal Qualities	Must be willing to attend appropriate training and development Must have a flexible approach to working hours The ability to deal with Health & Safety issues (First Aid qualification-training will be given)	

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.