

Walmley Infant School  
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 Sutton Coldfield  
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 Website: [www.walmleyinfantschool.co.uk](http://www.walmleyinfantschool.co.uk)  
 Email: [enquiry@walmleyinfant.org](mailto:enquiry@walmleyinfant.org)  
 Head Teacher: Mrs H Murphy



**Clerical Assistant Personal Specification.**

**Grade 2**

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a school office</li> <li>• Experience of a wide range of administrative functions</li> <li>• Experience handling confidential information securely</li> </ul>
<p><b>Skills and Abilities</b>        (E.g. Written communication skills, dealing with the public)</p>	<ul style="list-style-type: none"> <li>• Good working knowledge of Microsoft office (Word and Excel)</li> <li>• Excellent interpersonal skills</li> <li>• Good organisational skills</li> <li>• Ability to interpret varying situations and solve problems on a day-to-day basis</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions</li> <li>• Ability to deal sensitively with anxious, distressed or impatient people.</li> </ul>
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>• Interest in own personal development and willingness to undertake further training</li> </ul>
<p><b>Education and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• A good standard of education</li> </ul>

