



ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Headteacher: Mrs E Loveland

PERSON SPECIFICATION

Clerical Assistant: Reception/First Aider and Welfare Assistant

2 days pw Thursday/Friday Based on Upper Site 39 wks Term time only

Essential
Desirable

Education and Training

- Educated to GCSE standard or equivalent or can demonstrate that an equivalent standard has been achieved through life experiences ✓
- Qualifications, career development and training relevant to the responsibilities of the post. ✓

Skills

- Good ICT Skills ✓
- Good organisational skills ✓
- Good customer service and people skills to resolve problems and provide information as required ✓
- Good oral and written communication skills including communicating in clear grammatical English ✓
- Good numeracy skills ✓
- Attention to detail; e.g., when producing and printing documents ✓

Knowledge and Experience

- Microsoft applications including Word and Excel ✓
- Microsoft applications including Powerpoint and Publisher ✓
- Basic Knowledge of First Aid. (Full certificated 3 day First Aider training will be provided.) ✓

Abilities

- Ability to use relevant technology; e.g., copiers, laminator, etc. ✓
- Willing to be involved and pro-active in recognising when a job needs doing and arranging for it to be done ✓
- Ability to multi-task, work well under pressure and act proactively with a confident approach ✓
- Ability to work on own initiative, prioritise work and meet deadlines ✓
- Ability to work as part of a team ✓
- Ability and willingness to learn new skills and acquire knowledge ✓
- Ability to work flexibly in order to meet the demands of the job at particular times of the year ✓

General

- Reliable with a good record of attendance and punctuality ✓
- Enthusiastic and energetic ✓
- Experience of working with, or around, young people (not necessarily on a paid basis) ✓
- Displays commitment to the protection and safeguarding of children and young people ✓
- Committed to personal and professional development; reflective and learns from past experiences ✓
- Able to recognise the need for confidentiality in many aspects of the role ✓
- Demonstrates support for the school's Catholic ethos and aims of the school ✓
- Comfortable with working across both sites as necessary ✓

We are a split site school and though the post is based mainly in Enfield, there will be times when all staff are on Upper Site Palmers Green for Inset days or you may be needed to cover for reception colleague on the Upper Site.