

BRIDGEWATER PRIMARY SCHOOL
SCHOOL CLERK PERSON SPECIFICATION

The Person Specification is an important part of the recruitment process. It should be read carefully, as it will form the basis for shortlisting and appointing the successful applicant. You should clearly demonstrate in your application how your qualifications, knowledge, skills and experience meet the criteria set out below.

Criteria	Essential	Desirable	To Be Measured By
Qualifications or Training	4 GCSEs at Grade C/4 or above, including English and Maths, or equivalent qualifications. - Willingness to undertake relevant training and professional development.	- First Aid qualification/training. - Safeguarding training. - Training or experience in the use of a school database, such as SIMS.	Application
Knowledge and Understanding	- Sound knowledge and confident use of Microsoft Office, particularly Word and Excel, including the ability to create and format documents, tables and spreadsheets. - Understanding of confidentiality and data protection when handling personal and sensitive information. - Understanding of the importance of safeguarding and health and safety within a school environment.	- Knowledge of first aid procedures. - Knowledge of safeguarding practices within a school setting. - Knowledge of the day-to-day financial administration of a school. - Knowledge or experience of a school database, such as SIMS.	Application / Interview
Skills	- Ability to communicate professionally and effectively with a range of audiences, including pupils, parents/carers, colleagues, governors, Local Authority officers, visitors and suppliers. - Ability to establish and maintain effective working relationships and work collaboratively as part of a team. - Ability to work accurately and effectively in a busy office environment. - Effective organisational and time-management skills, with the ability to prioritise workload and meet deadlines. - Ability to use initiative and take a proactive approach to completing tasks. - Ability to take responsibility for allocated duties and complete tasks within agreed timescales. - Ability to maintain accurate records and administrative systems. - Ability to learn and adapt to new software, systems and administrative processes and apply learning from training to everyday duties. - Ability to handle confidential and sensitive		Application / Interview / Practical Task

	information appropriately. • Commitment to equality of opportunity and inclusive practice.		
Experience	• Experience of undertaking a range of administrative duties, including data input, maintaining records and retrieving information. • Experience of using Microsoft Office and digital administrative systems in a working environment.	• Administrative experience within a school or educational setting. • Experience of using a school MIS, such as SIMS. • Experience of school administrative systems such as ParentPay or similar systems.	Application / Interview / Reference
Bridgewater Primary School Mrs Y Hill September 2026			