

# The Cathedral School of St Peter and St John RC Primary

“Growing together within God’s loving family, we support, challenge and inspire each other to become the best that we can be”



## Job Description

### PERSON SPECIFICATION

Job title	Grade	School	Location
Clerical Officer/Administrator	Grade 2B	<p><b>The Cathedral School of St Peter and St John RC Primary</b></p> <p>The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment</p>	Mount Street. Salford. M3 6LU

#### Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	A , I
2.	Displays commitment to the protection and safeguarding of children and young people	A , I
3.	Full proficiency and expertise in the use of Microsoft Office packages to include Word, Publisher and Excel	A , I , E
4.	Proven experience and ability in word processing, desktop publishing and document layout	A , I , E
5.	Good numeracy and literacy skills	A , C
6.	Willingness to undertake continuing training in ICT e.g. Evolve system etc	A , I
7.	Training and relevant experience in SIM's ICT system	A , I
8.	Ability to handle cash for banking, petty cash and administer school accounts.	A , I
9.	Ability to prioritise and manage own time effectively, working under pressure and meeting deadlines	A , I
10.	Excellent written and oral communication skills	A , I

<b>Essential criteria</b>	<b>Necessary requirements – skills, knowledge, experience etc.</b>	<b>* M.O.A.</b>
11.	Ability to work in a confidential manner	A , I
12.	Ability to work and communicate in an effective manner with other staff, parents and children.	A , I
13.	Experience of working in a busy office environment and being able to multitask	A , I
14.	Ability to create a good first impression to parents / visitors	A , I
15.	Willingness to undertake continuing training in Safeguarding and Child Protection	A , I
<b>Desirable criteria</b>	<b>Necessary requirements – skills, knowledge, experience etc.</b>	<b>* M.O.A.</b>
1.	Holds a recognised word processing, desktop publishing or typewriting qualification	A , I , C
2.	Experience of day to-day workings of a primary school.	A , I
3.	Knowledge / experience of the working of a school governing body	A , I
4.	Has previous administrative experience in a busy school or commercial office setting	A,I

<b>Completed by</b>	<b>Date</b>	<b>Approved by</b>	<b>Date</b>
<b>D. HANLEY</b>	<b>15/09/2021</b>	<b>DIANE HANLEY – HT</b>	<b>15/09/2021</b>

**Method of assessment (\* M.O.A.)**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre