

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

JOB TITLE: Clerical Officer

GRADE: Aspire Grade 3

DEPT/SERVICE: The Aspire Educational Trust

UNIT/SECTION:

JOB REF: Aspire 5008

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	NVQ Level 2/3 Admin	Computer skills to include word processing & spreadsheets	Application Form. Production of Certificates.
Experience	Publisher Reception Duties SIMS	Using the telephone Customer Service Working to deadlines	Application Form References
Job Related Knowledge	Office Experience.	Excellent knowledge of Microsoft Word, Excel, PowerPoint, Outlook. Internet Explorer.	Application Form References
Skills and Aptitudes	Ability to manage own workload.	Excellent telephone manner and interpersonal skills. Positive nurturing attitude. To be able to work under pressure in a busy and diverse environment.	Interview References
Other Requirements	Evidence of ability to work efficiently and in an organised way.	CONFIDENTIALITY To work effectively either alone or as a member of a team. Flexibility	Interview References

Note: The Aspire Educational Trust is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.