

# 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 Disclosure and Barring check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE: Clerical Officer**

**GRADE: 4**

**DEPT/SERVICE: Primary Schools**

**JOB REF: AAAD5065**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Experience</b>	Microsoft Word Microsoft Excel e-mail Internet Cash handling	Previous experience in a school or office environment Sims Data Base	Application form, interview and references
<b>Skills and Aptitudes</b>	Good people skills Good communication skills Able to relate to children Able to work under pressure and meet individual and team deadlines To proactively work as part of a team Logical thinker Able to use initiative appropriately Understands the need of following instruction Efficient at managing own workload whilst also giving consideration to the general workload of the team/whole office Careful and accurate Flexible Discrete		Application form, interview and references
<b>Other Requirements</b>	Willingness to undertake First Aid at Work qualification	First Aid at work certificate	Application form and interview

Cheshire East Borough Council 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.