

## Admin/Clerical Officer Person Specification

TRAINING AND QUALIFICATIONS	Evidence
English, Mathematics and ICT skills at level 2	A
Excellent communication and interpersonal skills	A I R

FAITH COMMITMENT/UNDERSTANDING	Evidence
Commitment to the ethos and development of the Catholic school	A I R

PROFESSIONAL COMPETENCIES	Evidence
Experience of working to high standards	A I R
Participation in work with young people	A I R

PERSONAL SKILLS AND ABILITIES	Evidence
Communication	A I R
Working with others	A I R
Ability to work to high standards	A I R
Think creatively to anticipate and solve problems	I R
Ability to work under pressure in a busy office environment	A I R

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Evidence
Experience of:	
Working in an office environment	A I R
Working to time-based schedules	A I R

KEY	
A	Application
I	Interview
R	Reference