

# Role Requirements

<b>Post:</b>	Neach-taic clèireachd/Clerical Assistant Glasgow Gaelic School (3-18)
<b>Job Family/ Grade/Level:</b>	Grade 3 /CA2
<b>Summary of Role:</b>	<p>The main duties and responsibilities include:</p> <p>Reporting directly to the Head of Establishment you will have responsibility for the effective and efficient delivery of a comprehensive clerical and administration service supporting the operations of the school/nursery.</p> <p>You will ensure the smooth running of the school/nursery office and provide a welcoming and efficient reception service whilst responding to all enquiries via telephone or from visitors to the establishment.</p> <p>In addition, you will manage and maintain school/nursery data ensuring all information is up to date and accurately recorded on computerised systems.</p> <p>General office duties will include photo-copying, filing, document preparation, mail recording /distribution, assisting with the arrangement of transport and trips/outings and routine cash handling duties e.g. receiving and recording payments for school activities, uniforms etc.</p> <p>You will be proficient in the use of Microsoft Office suite and have excellent organisational and communication skills.</p> <p>Membership of the Protection of Vulnerable Groups Scheme will be essential on taking up appointment. Please note successful candidates for the above position will be required to pay for their PVG Membership/or Scheme Checks.</p>

# Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Education, Qualifications &amp; Training</b>	Demonstrated Secondary Education	SVQ level 2 Childcare PDA Classroom Assistant PDA SEN First Aid Certificate Standard Grade/Higher Gaelic	Interview Tasks
<b>Skills</b>	Fluent Gaelic speaker  Demonstrate effective literacy and numeracy skills to support learning and access to curriculum	Experience of working with children in a care/educational environment	Interview Tasks
<b>Knowledge</b>	Knowledge and understanding of literacy functions and priorities of Education Services  Knowledge and understanding of duties to protect children	Knowledge and understanding of the contribution that partnership working makes to the delivery of service to meet children's needs	Interview Tasks Application form
<b>Other</b>	Interested in working with children  Demonstrate values that link to equality of opportunity and anti-discriminatory practice  Ability to develop skills in working with children with additional support needs  Commitment to the Gaelic ethos of the Glasgow Gaelic School		Interview
<b>Competencies</b>			
	<b>Self Development – Level 2</b>		
	<b>Forward Thinking – Level 1</b>		
	<b>Communicating – Level 1</b>		
	<b>Customer Orientation – Level 1</b>		
	<b>Motivation – Level 1</b>		