

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Administration Level 2

Grade 3 (SCP) 5-6

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To possess or be willing to work towards GCSE English and Mathematics at Grade A*-C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy. • To possess, or be willing to work towards, a Level 2 qualification in Business Administration. • Experience of a range of administrative work including financial administration. • Experience of using computer packages, e.g. Microsoft Word, Excel, Outlook. • To be willing to undertake an appointed person certificate in first aid. 	Application Form/Checking of Certificates		

<p>SKILLS AND KNOWLEDGE</p>	<ul style="list-style-type: none"> • Ability to work effectively within a team environment, and an understanding of school roles and responsibilities. • Understanding of the importance of safeguarding/ child protection when working in a school setting. • Knowledge of data protection and understanding of the importance of maintaining confidential information. • Knowledge of financial regulations/codes of practice. • Excellent communication skills and ability to deliver effective customer service over the telephone and in person. • Ability to promote a positive ethos and role model positive attributes. • Able to build and maintain effective working relationships with pupils, colleagues, parents and visitors. • Able to organise own workload and prioritise tasks within a busy environment. • Able to use initiative to solve problems working within policies and procedures. • Able to use office equipment e.g. photocopier, fax. • 	<p>Application Form/Interview</p>	<p>Experience of working in a school office environment.</p> <p>Experience of working in a fast paced and busy environment.</p> <p>Experience of a customer facing role.</p> <p>Can communicate effectively with all stakeholders.</p> <p>Experience of using school specific software such as Arbor and FMS.</p> <ul style="list-style-type: none"> • Book keeping/accountancy skills. 	<p>Application Form/Interview</p>
<p>SPECIAL WORKING CONDITIONS</p>	<ul style="list-style-type: none"> • Professional appearance and manner, with the ability to promote a positive ethos in school • Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities. 	<p>Application Form/Interview</p>		

SPECIAL WORKING CONDITIONS (continued)	<ul style="list-style-type: none">• Ability to attend occasional meetings out of school hours.• Requirement to attend induction training.• Flexible in approach and able to meet the changing demands of the role.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.			
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