

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Business (Level 1)

Grade 6 (SCP) 19-24

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 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 undertake a Level 4 qualification in a relevant discipline e.g. < • Business and Administration • Diploma in Business Skills (AAT) • Diploma in Human Resource Management (CIPD) • Diploma in School Business Management (NCSL) <p>Click here to enter text.</p> <ul style="list-style-type: none"> • Ability to deal with a range of financial responsibilities including monitoring budgets, accounting for cash and preparing accounts • Experience of development, management and operation of administrative systems, including taking accurate minutes. 	Application Form/Checking of Certificates	<ul style="list-style-type: none"> • Possess or have a willingness to achieve the European Computer Driving Licence (ECDL) or equivalent. • First Aid Certificate. • Experience of working with children in a paid or voluntary capacity 	Application Form/Checking of Certificates

	<ul style="list-style-type: none"> • Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Ability to persuade, motivate, negotiate and influence. 			
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Ability to attend meetings out of school hours. • Willingness to participate in relevant training and development opportunities. • 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. 	Application Form		