

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Administration Level 4

Grade 5 (SCP) 12-17

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 4 qualification in Business Administration, Accounting or CSBM. • Experience of managing budgets. • Experience of development, management and operation of administrative tasks, including taking accurate minutes. • Experience of handling staffing issues. 	<i>Application Form/Checking of Certificates</i>	<ul style="list-style-type: none"> • Experience of working with children in a paid or voluntary capacity. • Diploma in School Business Management. 	Application Form/Checking of Certificates

<p>SKILLS AND KNOWLEDGE</p>	<ul style="list-style-type: none"> • Fully competent in the use of ICT packages, e.g. Microsoft Word, Access, Excel, Outlook. • 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. • Full working knowledge of financial regulations/codes of practice. Understanding of legislation in relation to personnel, health and safety and estate management. • Ability to organise, lead and motivate other staff. • Ability to evaluate and develop administrative systems to create more efficient practises. • Analytical skills to interpret information and use initiative and judgement to solve problems, within established policies and procedures. • Excellent communication skills and ability to deliver effective customer service. • Ability to work effectively within a team environment, and an understanding of school roles and responsibilities. • Ability to promote a positive ethos and be an effective role model. • 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 for self and others. 	<p>Application Form/Interview</p>		<p>Application From/Interview</p>
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<p>SPECIAL WORKING CONDITIONS</p>	<ul style="list-style-type: none"> • Willingness to participate in relevant training and development opportunities. • Ability to attend meetings out of school hours. • Flexible in approach and able to meet the changing demands of the role. • Professional appearance and manner. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	<p>Application Form/Interview</p>		
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