

**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
<p><b>QUALIFICATIONS AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.</li> <li>• To possess or be willing to undertake a Level 4 qualification in a relevant discipline e.g. <b>&lt;Delete as appropriate&gt;</b></li> <li>• Business and Administration</li> <li>• Diploma in Business Skills (AAT)</li> <li>• Diploma in Human Resource Management (CIPD)</li> <li>• Diploma in School Business Management (NCSL)</li> <li>• To possess or be willing to undertake appointed person certificate in first aid administration <b>&lt;Please delete if not required&gt;</b></li> <li>• Ability to deal with a range of financial responsibilities including monitoring budgets, accounting for cash and preparing accounts</li> </ul>	<p><b>Application Form/Checking of Certificates</b></p>	<ul style="list-style-type: none"> <li>• Possess or have a willingness to achieve the European Computer Driving Licence (ECDL) or equivalent.</li> <li>• First Aid Certificate. <b>&lt;Please delete if not required&gt;</b></li> <li>• Experience of working with children in a paid or voluntary capacity</li> </ul>	<p><b>Application Form/Checking of Certificates</b></p>

<p><b>QUALIFICATIONS AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems, including taking accurate minutes.</li> <li>• Experience of line management of staff.</li> </ul>	<p><b>Application Form/Checking of Certificates</b></p>		
<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Fully competent in the use of ICT packages, e.g. Microsoft Word, Access, Excel, Outlook.</li> <li>• Understanding of the importance of safeguarding/ child protection when working in a school setting.</li> <li>• Knowledge of data protection and understanding of the importance of maintaining confidential information.</li> <li>• Full working knowledge of relevant policies/codes of practise and legislation in one or more of the following areas:- Finance, Personnel, Estate Management, Health &amp; Safety or Building Control.</li> <li>• Ability to interpret advice/statue and devise policy/practice in the light of these.</li> <li>• Ability to evaluate and develop administrative systems to create more efficient practises.</li> <li>• Analytical skills to interpret information and use initiative and judgement to solve problems, within established policies and procedures.</li> <li>• Excellent communication skills and ability to deliver effective customer service.</li> <li>• Ability to work as part of team, understanding schools roles and responsibilities and your own position within these.</li> <li>• Ability to organise, lead and manage a multi-disciplinary team effectively.</li> </ul>	<p><b>Application Form/Interview</b></p>	<ul style="list-style-type: none"> <li>• Language skills in a relevant language. <b>&lt;Please delete if not required&gt;</b></li> </ul>	<p><b>Application Form/Interview</b></p>

<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Ability to promote a positive ethos and be an effective role model.</li> <li>• Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to persuade, motivate, negotiate and influence.</li> </ul>	<p><b>Application Form/Interview</b></p>		
<p><b>SPECIAL WORKING CONDITIONS</b></p>	<ul style="list-style-type: none"> <li>• Ability to attend meetings out of school hours.</li> <li>• Willingness to participate in relevant training and development opportunities.</li> <li>• Flexible in approach and able to meet the changing demands of the role.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	<p><b>Application Form</b></p>		