

**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
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To possess, or be willing to work towards, a Level 2 qualification in Business Administration.</li> <li>• Experience of a range of administrative work including financial administration.</li> <li>• Experience of using computer packages, e.g. Microsoft Word, Excel, Outlook.</li> <li>• To be willing to undertake an appointed person certificate in first aid.</li> </ul>	<b>Application Form/Checking of Certificates</b>		

<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, and an understanding of school roles and responsibilities.</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>• Knowledge of financial regulations/codes of practice.</li> <li>• Excellent communication skills and ability to deliver effective customer service over the telephone and in person.</li> <li>• Ability to promote a positive ethos and role model positive attributes.</li> <li>• Able to build and maintain effective working relationships with pupils, colleagues, parents and visitors.</li> <li>• Able to organise own workload and prioritise tasks within a busy environment.</li> <li>• Able to use initiative to solve problems working within policies and procedures.</li> <li>• Able to use office equipment e.g. photocopier, fax.</li> <li>•</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> <li>• Book keeping/accountancy skills.</li> </ul>	<p><b>Application Form/Interview</b></p>
<p><b>SPECIAL WORKING CONDITIONS</b></p>	<ul style="list-style-type: none"> <li>• Professional appearance and manner, with the ability to promote a positive ethos in school</li> <li>• Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities.</li> </ul>	<p><b>Application Form/Interview</b></p>		

<b>SPECIAL WORKING CONDITIONS (continued)</b>	<ul style="list-style-type: none"><li>• Ability to attend occasional meetings out of school hours.</li><li>• Requirement to attend induction training.</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>			
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