

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	• 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. • Possess or be willing to undertake appointed person certificate in first aid administration. • 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>	IOSH • Experience of working with children in a paid or voluntary capacity. • Diploma in School Business Management.	Application Form/Checking of Certificates

SKILLS AND KNOWLEDGE	• 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.	Application Form/Interview	• Language skills in a relevant language.	Application Form/Interview
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SPECIAL WORKING CONDITIONS	• 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.	Application Form/Interview		
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