

**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                                   |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>QUALIFICATIONS AND EXPERIENCE</b> | <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.</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</li> <li>• Ability to deal with a range of financial responsibilities including monitoring budgets, accounting for cash and preparing accounts</li> <li>• Experience of development, management and operation of</li> </ul> | <b>Application Form/Checking of Certificates</b> | <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</li> <li>• Experience of working with children in a paid or voluntary capacity</li> </ul> | <b>Application Form/Checking of Certificates</b> |



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|                                   | <ul style="list-style-type: none"> <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>    |                         |  |  |
| <b>SPECIAL WORKING CONDITIONS</b> | <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> | <b>Application Form</b> |  |  |