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
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 2 qualification in Business Administration. • Experience of a range of administrative work including financial administration. • Experience of using computer packages, e.g. Microsoft Word, Excel, Outlook. • To be willing to undertake an appointed person certificate in first aid. **<Please delete if not required>**	**Application Form/Checking of Certificates**		

SKILLS AND KNOWLEDGE	• Ability to work effectively within a team environment, and an understanding of school roles and responsibilities. • 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. • Knowledge of financial regulations/codes of practice. • Excellent communication skills and ability to deliver effective customer service over the telephone and in person. • Ability to promote a positive ethos and role model positive attributes. • Able to build and maintain effective working relationships with pupils, colleagues, parents and visitors. • Able to organise own workload and prioritise tasks within a busy environment. • Able to use initiative to solve problems working within policies and procedures. • Able to use office equipment e.g. photocopier, fax. •	**Application Form/Interview**	• Language skills in a relevant language. **<Please delete if not required>** • Book keeping/accountancy skills.	**Application Form/Interview**
SPECIAL WORKING CONDITIONS	• Professional appearance and manner, with the ability to promote a positive ethos in school • Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities.	**Application Form/Interview**		

SPECIAL WORKING CONDITIONS (continued)	• Ability to attend occasional meetings out of school hours. • Requirement to attend induction training. • Flexible in approach and able to meet the changing demands of the role. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.			