**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**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **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.**

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| **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. | **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** | * Click here to enter text. * Book keeping/accountancy skills. | **Application Form/Interview** |

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| **SPECIAL WORKING CONDITIONS**  **SPECIAL WORKING CONDITIONS**  **(continued)** | * 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. * 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. | **Application Form/Interview** |  |  |