**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** |  |  |