

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Business Level 2

Grade 7 (SCP) 25-29

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 these criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy. To possess a Level 4 qualification in a relevant discipline i.e • Business and Administration • Diploma in Business Skills (AAT) • Diploma in Human Resource Management (CIPD) • Diploma in School Business Management (NCSL) Experience of a range of financial responsibilities including managing budgets, accounting for cash and preparing accounts. Experience of development, management and operation of administrative systems, including taking accurate minutes. Experience of line management of staff.	Application Form/Checking of Certificates	• Possess or have a willingness to achieve the European Computer Driving Licence (ECDL) or equivalent. • First Aid Certificate. • Experience of working with children in a paid or voluntary capacity	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 relevant policies/codes of practice and legislation in one or more of the following areas:- Finance, Personnel, Estate Management, Health & Safety or Building Control. • Ability to interpret advice/statue and experience of developing policy/practice in the light of these. • Experience of evaluating and developing administrative systems to create more efficient practises. • Experience of utilising 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. • Experience of and ability to work as part of team, understanding schools roles and responsibilities and your own position within these. • Experience of and ability to organise, lead and manage a multi-disciplinary team effectively. • 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.	Application Form/Interview	• Language skills in a relevant language.	Application Form/Interview
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	• Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Experience of and ability to persuade, motivate, negotiate and influence.			
SPECIAL WORKING CONDITIONS	• Ability to attend meetings out of school hours. • Willingness to participate in relevant training and development opportunities. 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		