

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Administration Level 4

Grade 5 (SCP) 12-17

**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, 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.</li> <li>• To possess or be willing to work towards a Level 4 qualification in Business Administration, Accounting or CSBM.</li> <li>• Possess or be willing to undertake appointed person certificate in first aid administration.</li> <li>• Experience of managing budgets.</li> <li>• Experience of development, management and operation of administrative tasks, including taking accurate minutes.</li> <li>• Experience of handling staffing issues.</li> </ul>	<b><i>Application Form/Checking of Certificates</i></b>	<ul style="list-style-type: none"> <li>• First Aid Certificate.</li> <li>• Experience of working with children in a paid or voluntary capacity.</li> <li>• Diploma in School Business Management.</li> </ul>	Application Form/Checking of Certificates

<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Fully competent in the use of ICT packages, e.g. Microsoft Word, Access, Excel, Outlook.</li> <li>• Understanding of the importance of safeguarding/ child protection when working in a school setting.</li> <li>• Knowledge of data protection and understanding of the importance of maintaining confidential information.</li> <li>• Full working knowledge of financial regulations/codes of practice. Understanding of legislation in relation to personnel, health and safety and estate management.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Ability to evaluate and develop administrative systems to create more efficient practises.</li> <li>• Analytical skills to interpret information and use initiative and judgement to solve problems, within established policies and procedures.</li> <li>• Excellent communication skills and ability to deliver effective customer service.</li> <li>• Ability to work effectively within a team environment, and an understanding of school roles and responsibilities.</li> <li>• Ability to promote a positive ethos and be an effective role model.</li> <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 for self and others.</li> </ul>	Application Form/Interview	<ul style="list-style-type: none"> <li>• Language skills in a relevant language.</li> </ul>	Application Form/Interview
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<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in relevant training and development opportunities.</li> <li>• Ability to attend meetings out of school hours.</li> <li>• Flexible in approach and able to meet the changing demands of the role.</li> <li>• Professional appearance and manner.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	Application Form/Interview		
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