

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 | <ul style="list-style-type: none">• 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. | Application Form/Checking of Certificates | | |

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| SKILLS AND KNOWLEDGE | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Book keeping/accountancy skills. | Application Form/Interview |
| SPECIAL WORKING CONDITIONS | <ul style="list-style-type: none"> • 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. | Application Form/Interview | | |

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| SPECIAL WORKING CONDITIONS (continued) | <ul style="list-style-type: none"> • 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. | | | |
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