

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Business Level 2

Grade 7 (SCP) 31-35

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 GCSE English and Mathematics at Grade A*- C or a Level 2 qualification in Literacy and Numeracy. • To possess a Level 4 qualification in a relevant discipline e.g. <ol style="list-style-type: none"> 1. Business and Administration 2. Diploma in Business Skills (AAT) 3. Diploma in Human Resource Management (CIPD) 4. Diploma in School Business Management (NCSL) • Possess or be willing to undertake appointed person certificate in first aid administration • 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	<ul style="list-style-type: none"> • Possess or have a willingness to achieve the European Computer Driving Licence (ECDL) or equivalent. <p>Click here to enter text.</p> <ul style="list-style-type: none"> • Experience of working with children in a paid or voluntary capacity 	Application Form/Checking of Certificates

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • 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 devise policy/practice in the light of these. • Ability to evaluate and develop administrative systems to create more efficient practises. • 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. • Ability to work as part of team, understanding schools roles and responsibilities and your own position within these. • 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	<ul style="list-style-type: none"> • Language skills in a relevant language. 	Application Form/Interview
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SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Ability to persuade, motivate, negotiate and influence. 	Application Form/Interview		
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • 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		