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 this 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 e.g. Business and Administration Diploma in Business Skills (AAT) Diploma in Human Resource Management (CIPD) 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 	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

	administrative systems, including taking accurate minutes.		
	 Experience of line management of staff. 		
SKILLS AND	Fully competent in the use of ICT	Application	Application
KNOWLEDGE	packages, e.g. Microsoft Word, Access Excel, Outlook.	Form/Interview	Form/Interview
	 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 legislatio 		
	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. 		
SKILLS AND KNOWLEDGE	 Ability to promote a positive ethos and be an effective role model. 	Application Form/Interview	

	 Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment. 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. 		
SPECIAL WORKING CONDITIONS		Application Form/Interview	