

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Administration Level 3

Grade 4 (SCP) 7-11

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 3 qualification in Business Administration, Accounting or equivalent. • To be willing to undertake appointed person certificate in first aid administration. 	Application Form/Checking of Certificates	<ul style="list-style-type: none"> • ECDL qualification. • CSBM (Certificate in School Business Management). 	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems. • Experience of undertaking a range of financial tasks including monitoring budgets, handling cash and analysing data. • Experience of using ICT packages i.e. Microsoft Word, Access, Excel, Outlook. 	Application Form/Interview		Application Form/Interview

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Experience of providing excellent customer care. • Experience of taking notes/minutes in meetings. • 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. • Full working knowledge of financial regulations/codes of practice and awareness of relevant legislation. • Analytical skills to interpret information, identify areas of concern and use judgement to solve problems, working within policies and procedures. • 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. 	Application Form/Interview		
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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 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		
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