

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Administration Level 2

Grade 3 (SCP) 14-17

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
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• To possess or be willing to work towards GCSE English & Maths or Level 2 Literacy & 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.• To be willing to undertake an appointed person certificate in first aid. <Please delete if not required>	Application Form/Checking of Certificates		

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"> • Language skills in a relevant language. <Please delete if not required> • 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. 	Application Form/Interview		

SPECIAL WORKING CONDITIONS (continued)	<ul style="list-style-type: none"> • Ability to attend occasional meetings out of school hours. • 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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