## ROCHDALE BOROUGH COUNCIL PERSON SPECIFICATION

Business (Level 1) Grade 6 (SCP) 19-24

## **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 <a href="https://examples.com/how/how/">how/</a> 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> <li>To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.</li> <li>To possess or be willing to undertake 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)</li> <li>To possess or be willing to undertake appointed person certificate in first aid administration</li> <li>Ability to deal with a range of financial responsibilities including monitoring budgets, accounting for cash and preparing accounts</li> <li>Experience of development, management and operation of</li> </ul>	Application Form/Checking of Certificates	<ul> <li>Possess or have a willingness to achieve the European Computer Driving Licence (ECDL) or equivalent.</li> <li>First Aid Certificate.</li> <li>Experience of working with children in a paid or voluntary capacity</li> </ul>	Application Form/Checking of Certificates

QUALIFICATIONS AND EXPERIENCE	<ul><li>administrative systems, including taking accurate minutes.</li><li>Experience of line management of staff.</li></ul>	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul> <li>Fully competent in the use of ICT packages, e.g. Microsoft Word, Access, Excel, Outlook.</li> <li>Understanding of the importance of safeguarding/ child protection when working in a school setting.</li> <li>Knowledge of data protection and understanding of the importance of maintaining confidential information.</li> <li>Full working knowledge of relevant policies/codes of practise and legislation in one or more of the following areas:-Finance, Personnel, Estate Management, Health &amp; Safety or Building Control.</li> <li>Ability to interpret advice/statue and devise policy/practice in the light of these.</li> <li>Ability to evaluate and develop administrative systems to create more efficient practises.</li> <li>Analytical skills to interpret information and use initiative and judgement to solve problems, within established policies and procedures.</li> <li>Excellent communication skills and ability to deliver effective customer service.</li> <li>Ability to work as part of team, understanding schools roles and responsibilities and your own position within these.</li> <li>Ability to organise, lead and manage a</li> </ul>	Application Form/Interview  Application Form/Interview
SKILLS AND KNOWLEDGE	<ul> <li>multi-disciplinary team effectively.</li> <li>Ability to promote a positive ethos and be an effective role model.</li> </ul>	Application Form/Interview

	<ul> <li>Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Ability to relate well to children and adults.</li> <li>Ability to persuade, motivate, negotiate and influence.</li> </ul>	
SPECIAL WORKING CONDITIONS	<ul> <li>Ability to attend meetings out of school hours.</li> <li>Willingness to participate in relevant training and development opportunities.</li> <li>Flexible in approach and able to meet the changing demands of the role.</li> <li>The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	Application Form