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| PERSON SPECIFICATION |

## IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is an Enhanced Disclosure. Where post holders are required to access ContactPoint, an enhanced disclosure will be required and will be reviewed every three years. Further information is contained in the Further Details document enclosed.

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| **JOB TITLE:** | ADMINISTRATION OFFICER - PERSONNEL |
| **EVALUATION REFERENCE:** | AAAF5018 |
| **GRADE:** | 4 |
| **RESPONSIBLE TO:** | Business Manager |

**Where possible please record your evidence in the evidence box that supports your application against the essential & desirable requirements of the post. Evidence recorded needs to be concise and not detailed.**

**For example**.

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| **Experience** | experience with children / young people in either a paid or unpaid capacity | Cared for children in a school setting | * Worked as a volunteer for 2 years in a pre school. * Raised three children * Worked on a young person’s summer play scheme. |

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| CRITERIA | DESIRABLE | ESSENTIAL | METHOD OF ASSESSMENT | EVIDENCE |
| **Qualifications** | GCSE Maths and English | NVQ Level 3 or equivalent | Certificates and / or records of achievement |  |
| **Experience** | Work in a school setting | Significant clerical /administrative experience, customer facing role | Application Form  Interview  References |  |
| **Job Related Knowledge** | Awareness of school systems, operations and policies – SIMS, Oracle, school or council personnel and payroll procedures, knowledge of SSP scheme, maternity scheme, employment legislation | Proficient user of Microsoft office, excel, SIMS, Oracle. Ability to deal with public, telephone callers, visitors, pupils and staff in a very busy and demanding environment | Application Form  Interview  References  Practical test |  |
| **Skills and Aptitudes** | High level proficiency in Microsoft Excel and its applications and SIMS/Oracle  Flexible attitude. Ability to produce reports and provide statistical analysis from the systems | Good standard of literacy and numeracy, good communication and interpersonal skills, PC and keyboard skills. Willingness to adapt to new ways of working. Excellent attention to detail and accuracy of record keeping. Ability to work independently and as part of small team. | Application Form  Interview  References  Practical Test |  |
| **Other Requirements** |  | Ability to work under pressure in a busy environment. | Application Form  Interview  References |  |

Cheshire East Borough Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.