**Person Specification:** Business Administration Apprentice

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Either have or expect to achieve 2 GCSE’s in English and Maths at Grades A-C or hold an equivalent and relevant qualification | * IT qualification * Administrative qualification | * Application form * Selection Process |
| **Experience** | * Use of Microsoft Office applications | * Work in an office environment * Communicating with a range of people * Use of MS Excel * Use of Outlook Email * Work/volunteer in an Established place of employment | * Application form * Selection Process |
| **Skills / Knowledge** | * Ability to follow instructions * Ability to work in a team * Ability to work on own initiative * Good communication skills * Good IT skills | * Knowledge of computer systems * Health & Safety awareness * Data protection awareness * Awareness of the Councils role | * Application Form * Reference/Test |
| **Personal Qualities** | * A willingness to listen and learn * Ability to relate well to people. * A desire for further personal and professional development. * Flexible approach to working in 1 or more teams * Positive ‘can do’ approach * Be able to maintain confidentiality * Polite and respectful to colleagues and the public | * Feel confident in dealing with queries * Experience of dealing with people | * Application Form * Reference * Interview/Test |