

Person Specification

Employee Services Apprentice



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Good written and verbal communication skills
- Good numeracy skills
- Good ICT and keyboard skills including the use of Microsoft applications
- Ability to plan and prioritise allocated tasks within prescribed timescales.
- Able to work as part of a team and on own initiative where appropriate
- Able to interpret and follow written and oral instructions
- Commitment to continuous professional development
- Understanding of the Council's equalities policy

Qualifications / Training

- 4 GCSE grade C (or equivalent) in four subjects including Maths and English Language

Part B

The following criteria will be further explored at the interview stage:

All of the above.

Additional Requirements

Two references from current and previous employers (or education establishment if applicant not in employment)