**PERSON SPECIFICATION - Apprentice: Level 2 Business Administration**



**POST REFERENCE: DATE COMPILED: 22/06/17**

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Consultant (having made reasonable adjustments in line with the Disability Discrimination Act (1995)) where necessary.

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| **REQUIREMENTS** | **ESSENTIAL CRITERIA**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **DESIRABLE CRITERIA**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
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| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | 4 GCSEs (or equivalent) at grade 4 or above including English and MathsCommitment to train further for NVQ qualifications or equivalent. | GCSE (or equivalent) at grade 4 or above in ICT.  |
| * **Work or other relevant experience**
 | Must have an interest in tasks appropriate to administration  | Evidence of previous work experience, paid or voluntary Awareness of what services Hartlepool Council provides.  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| **REQUIREMENTS** | **ESSENTIAL**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **DESIRABLE**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
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| * **Skills, abilities, knowledge and competencies**
 | Basic numeracy skills Basic written skills Ability to communicate clearly face to face and on the telephone to a variety of people Ability to input text and figures into a computer accurately Ability to use email and electronic messagingAbility to follow instructions | Demonstrate awareness of health and safety importance. Demonstrate planning and organisational skills   |
| * **General competencies**
 | Able to demonstrate an interest in tasks appropriate to administration. Ability to work as a member of a team Good time-keeping / punctuality / reliability  |  |
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