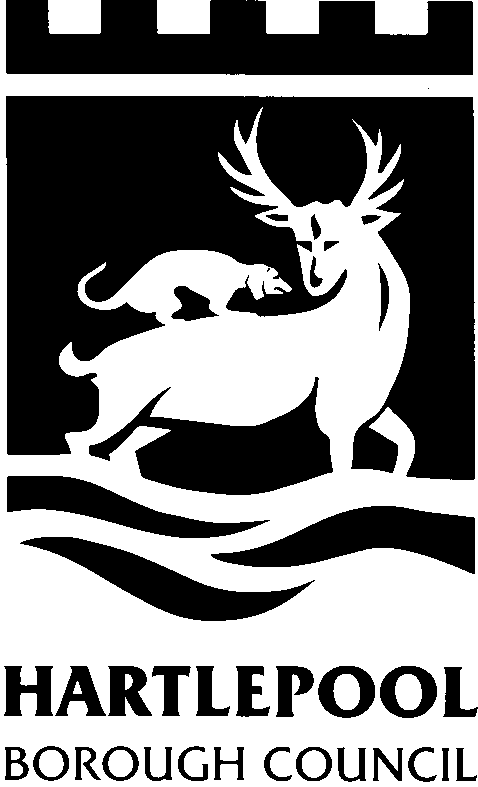
**PERSON SPECIFICATION - Apprentice: Level 2 Business Administration**



**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) |
|  |  |  |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | 4 GCSEs (or equivalent) at grade 4 or above including English and Maths  Commitment 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)** | | |

**- 2 -**

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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) |
|  |  |  |
| * **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 messaging  Ability 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 |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |