



South Tyneside Council

BUSINESS AN RESOURCES

PERSON SPECIFICATION

POST TITLE: HR Assistant - Apprentice

GRADE: Apprentice Rate

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">GCSE Grade D or above in Maths and English (or equivalent) e.g. Numeracy and Literacy Level 1, Maths and English Functional Skills Level 1	<ul style="list-style-type: none">ECDL/CLAIT or equivalent	<ul style="list-style-type: none">Application formCertificates
Work Experience	<ul style="list-style-type: none">Experience of using IT packages e.g. Microsoft Office (Word and Excel)	<ul style="list-style-type: none">Experience of dealing with the public both face to face and on the telephoneAdministration experience	<ul style="list-style-type: none">Application formInterviewReferencesWork Based Assessment
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">Good verbal and written communication skillsGood organisational skills		<ul style="list-style-type: none">InterviewReferences
Disposition	<ul style="list-style-type: none">EnthusiasticAble to work under pressure and to strict timetablesAble to use initiativeAble to work as part of teamFlexible approach to workCommitted to the principles of equality and diversity		<ul style="list-style-type: none">InterviewReferences
Circumstances	<ul style="list-style-type: none">Baseline security clearance		<ul style="list-style-type: none">Basic check