



South Tyneside Council

BUSINESS AND RESOURCES

PERSON SPECIFICATION

POST TITLE: HR Assistant - Apprentice

GRADE: Apprentice Rate

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	GCSE's in Maths and English at A-C/9-4	<ul style="list-style-type: none"> ECDL/CLAIT or equivalent 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of using IT packages e.g. Microsoft Office (Word, Excel) 	<ul style="list-style-type: none"> Experience of dealing with the public both face to face and on the telephone Administration and/or HR experience Experience of using Outlook 	<ul style="list-style-type: none"> Application form Interview References Work based Assessment
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Good verbal and written communication skills Good organisational skills Able to deal with confidential and sensitive data Attention to detail 		<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Enthusiastic Able to work under pressure and to strict timetables Able to use initiative Able to work as part of team Flexible approach to work Committed to the principles of equality and diversity Commitment to successfully undertake the level 3 apprenticeship 		<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Baseline security clearance 		<ul style="list-style-type: none"> Basic check