[](http://www.google.co.uk/imgres?q=cassop+primary+school&um=1&hl=en&safe=active&sa=N&biw=1280&bih=827&tbm=isch&tbnid=9B0D3MnUAbs-rM:&imgrefurl=http://cassop.itss-durham.org.uk/&docid=k41EAk477bB1BM&imgurl=http://cassop.itss-durham.org.uk/index.html?SB2_Action=outputimage&Image=Logo&_DontCache=1430910079&w=995&h=233&ei=A6NuUPacFqiw0QXanIHgBg&zoom=1&iact=hc&vpx=84&vpy=369&dur=125&hovh=108&hovw=464&tx=212&ty=60&sig=105678127052028379674&page=2&tbnh=46&tbnw=196&start=24&ndsp=28&ved=1t:429,r:11,s:24,i:187)**Cassop Primary School and Nursery**

**PERSON SPECIFICATION**

Business Administration Apprentice

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Either have or expect to achieve 4 GCSE’s including English and Maths at Grades 4-9 (A-C) or hold an equivalent and relevant qualification | * IT qualification * Administrative qualification | * Application form * Selection Process |
| **Experience** | * Use of Microsoft Office applications | * Work in an office environment * Communicating with a range of people * Use of MS Excel * Use of Outlook Email | * Application form * Selection Process |
| **Skills / Knowledge** | * Ability to follow instructions * Ability to work in a team * Ability to work on own initiative * Good communication skills * Good IT skills | * Knowledge of computer systems * Health & Safety awareness * Data protection awareness | * Application Form * Reference |
| **Personal Qualities** | * A willingness to listen and learn * Ability to relate well to people. * A desire for further personal and professional development. * Flexible approach to working in 1 or more teams * Positive ‘can do’ approach * Be able to maintain confidentiality * Polite and respectful to colleagues and the public | * Feel confident in dealing with queries * Experience of dealing with people | * Application Form * Reference * Interview |