**Belmont C of E Primary School**



**PERSON SPECIFICATION**

Business Administration Apprentice

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| **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
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| **Experience** | * Use of Microsoft Office applications
 | * Communicating with a range of people
* Use of MS Excel
* Use of Outlook Email
 | * Application form
* Selection Process
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| **Skills / Knowledge** | * Ability to follow instructions
* Ability to work in a team
* Ability to work on own initiative
* Good verbal and written communication skills
* Good IT skills
 | * Knowledge of computer systems
* Health & Safety awareness
* Data protection awareness
 | * Application Form
* Reference
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| **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 one or more teams
* Highly motivated with a positive ‘can do’ approach
* Be able to maintain confidentiality
* Polite and respectful to colleagues and the public
* Positive role model
* To support the Christian ethos of the school
 | * Experience of dealing with people
 | * Application Form
* Reference
* Interview
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