

PERSON SPECIFICATION

Post Title: Apprentice Business Administration

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications		GCSE Grade C or above in English & Maths (or equivalent)	Application
Education	Willing to work towards an NVQ Level 2 and NVQ Level 3 in Business Administration.		Application
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting)	Office experience e.g. record keeping, filing, use of standard office equipment e.g. photocopier etc.	Application and Interview
Skills/Knowledge	<p>Able to use Microsoft Office e.g. Word and Excel</p> <p>Legible handwriting</p> <p>Be articulate and able to converse confidently in a pleasant and professional manner</p> <p>The ability to communicate both orally and in writing</p> <p>Be numerate and have the ability to copy/transfer information accurately</p> <p>Have the ability to understand and apply regulations and written instructions</p>		Application and Interview
Personal Attributes	<p>Flexible approach to work</p> <p>The ability to solve problems logically</p>		Application and Interview

	High personal standards and self-discipline in working to tight deadlines The ability to work as an effective member of a team Self-motivated		
Presentation	Smart appearance		