**West Pelton 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
 |