

## PERSON SPECIFICATION- Apprenticeship – Business Administration

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A good standard of education including English and Maths	<b>E</b>	Application form/Interview/ Task (if applicable)
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Knowledge of Business Administration	<b>D</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of delivering high quality customer service	<b>D</b>	
<input type="checkbox"/> Experience of working with Microsoft packages including Word, Excel and PowerPoint	<b>E</b>	
<input type="checkbox"/> Experience of working in an administrative role	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Good organisational skills	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Excellent attention to detail and accuracy	<b>E</b>	
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	<b>E</b>	
<input type="checkbox"/> Ability to communicate effectively with all relevant stakeholders	<b>E</b>	
<input type="checkbox"/> Excellent problem-solving skills	<b>D</b>	
<input type="checkbox"/> Ability to maintain confidentiality	<b>E</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	
<input type="checkbox"/> A supportive and co-operative team member	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	<b>E</b>	
<input type="checkbox"/> A flexible approach	<b>E</b>	
<input type="checkbox"/> A positive attitude and commitment to equality	<b>E</b>	
<input type="checkbox"/> Highly motivated showing resilience and reliability	<b>E</b>	

<input type="checkbox"/> Ability to manage own time well to meet competing demands	<b>E</b>	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	<b>E</b>	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	<b>D</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	<b>D</b>	