

Person Specification: Business Admin Apprentice

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Either have or expect to achieve 4 GCSE’s at Grades A-C or hold an equivalent and relevant qualification
 | * IT qualification
* Administrative qualification
* A level or equivalent qualifications
 | * Application form
* Selection Process
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| **Experience** | * Demonstrate an interest in administration /business support within a school office environment
* Use of Microsoft Office applications
 | * Work in an office environment
* Communicating with a range of people
* Use of office 365 or Microsoft teams
 | * Application form
* Selection Process
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| **Skills / Abilities**  | * Basic literacy and numeracy skills
* Ability to use Microsoft Office to produce a variety of documents
* Ability to communicate clearly face to face and on the telephone with a variety of people
* Ability to input text and figures into a computer accurately
* Ability to follow instructions
* Ability to work in a team
* Ability to work on own initiative
 | * Knowledge of computer systems
* Health & Safety awareness
* Data protection awareness
* Awareness of the Councils role
* Awareness of safeguarding
 | Application FormReference/Test |
| **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
 | Application FormReference* Interview/Test
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