

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 |
| **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 |
| **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 |