**Person Specification –** Business Support Apprentice Level 3

Essential Criteria – Business Support Apprentice

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| **Criteria**  | **Details** |
| **Education/Qualifications** | * Ability to attain English functional skills level 1
* Ability to attain Mathematics functional skills level 1
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| **Knowledge**  | * Knowledge and understanding of Data Protection and Confidentiality
* Knowledge and understanding of Health and Safety at work
* Knowledge and understanding of Equality and Diversity in the workplace
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| **Experience** | * Basic IT skills and ability to learn new systems
* An interest and motivation to work within a business administration role
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| **Key Skills and Work Related Circumstances** | * Ability to communicate and to present information clearly and concisely both verbal and written, with good attention to detail.
* A good understanding of customer care
* A positive attitude towards teamwork and able to work as part of a team
* Commitment to completing the apprenticeship within the specified timescales and obtaining a qualification
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