**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 |
| **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 |
| **Experience** | * Basic IT skills and ability to learn new systems * An interest and motivation to work within a business administration role |
| **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 |