



# PERSON SPECIFICATION

## Post Title: Business Administration Apprentice

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications</b>		GCSE Grade C or above in English & Maths (or equivalent)	Application
<b>Education</b>	Willing to work towards an NVQ Level 2 and NVQ Level 3 in Business Administration.		Application
<b>Experience</b>	Working as part of a team (this could be in a sporting, educational, work or social setting)	Office experience e.g. record keeping, filing, use of standard office equipment e.g. photocopier etc.	Application and Interview
<b>Skills/Knowledge</b>	<p>Able to use Microsoft Office e.g. Word and Excel</p> <p>Legible handwriting</p> <p>Be articulate and able to converse confidently in a pleasant and professional manner</p> <p>The ability to communicate both orally and in writing</p> <p>Be numerate and have the ability to copy/transfer information accurately</p> <p>Have the ability to understand and apply regulations and written instructions</p>		Application and Interview
<b>Personal Attributes</b>	<p>Flexible approach to work</p> <p>The ability to solve problems logically</p>		Application and Interview

	<p>High personal standards and self-discipline in working to tight deadlines</p> <p>The ability to work as an effective member of a team</p> <p>Self-motivated</p> <p>Commitment to completing the parenthood programme.</p>		
<b>Presentation</b>	Smart appearance		