

Person Specification

Employee Services Apprentice



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Good written and verbal communication skills
- Good numeracy skills
- Good ICT and keyboard skills including the use of Microsoft applications
- Ability to plan and prioritise allocated tasks to meet deadlines.
- Able to work as part of a team and on own initiative where appropriate
- Able to follow written and verbal instructions
- Have an awareness of the role being applied for and of the working environment.
- Hold 4 GCSE grade C/4 (or equivalent) in four subjects including Maths and English Language

Part B

The following criteria will be further explored at the interview stage:

- Personal attributes such as timekeeping, reliability, ability to work as part of a team or using own initiative.
- Willingness and ability to undertake formal training relating to successful achievement of the apprenticeship.
- A genuine interest and enthusiasm for the apprenticeship applied for.
- Flexibility with regard to work location, hours of work and duties.
- Strong computer/digital skills
- Any previous experience relevant to the apprenticeship being applied for.
- Commitment to Newcastle City Council's Equality and Diversity policies.

Additional Requirements

Two references from current and previous employers (or education establishment if applicant not in employment)