

Person Specification: Business Administration Apprentice

Grade – Apprentice, apprentice minimum wage £6.40 ph / 37 hours per week term time only

	Essential	Desirable	Method of Assessment
Qualification	<ul style="list-style-type: none"> 2 GCSE's in English and Maths at Grades 4-9 or hold an equivalent and relevant qualification 	<ul style="list-style-type: none"> IT qualification Administrative qualification 	<ul style="list-style-type: none"> Application form Selection Process
Experience	<ul style="list-style-type: none"> Use of Microsoft Office applications 	<ul style="list-style-type: none"> Work in an office environment Communicating with a range of people Use of MS Excel Use of Outlook Email Work/volunteer in an Established place of employment 	<ul style="list-style-type: none"> Application form Selection Process
Skills / Knowledge	<ul style="list-style-type: none"> Ability to follow instructions Ability to work in a team Ability to work on own initiative Excellent communication skills both verbal and written. Good IT skills in particular MS Office Resilient and able to problem solve Demonstrates accuracy when handling and sharing information. 	<ul style="list-style-type: none"> Health & Safety awareness Data protection awareness Knowledge of safeguarding Awareness of the Local Authority's role in Education 	<ul style="list-style-type: none"> Application Form Reference/Test
Personal Qualities	<ul style="list-style-type: none"> 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 approach and willing to become involved in wider school life Be able to maintain confidentiality Polite and respectful to colleagues and the public Shows honesty and integrity in both personal and professional practice 	<ul style="list-style-type: none"> Feel confident in dealing with queries Experience of dealing with a vast range of people 	<ul style="list-style-type: none"> Application Form Reference Interview/Test