

Person Specification

Job Title: Business & Administration Advanced Apprentice

	Essential	Desirable	How Assessed
<p><u>Qualifications</u></p> <p>Apprenticeship Certificate in Business & Administration or equivalent</p>	√		App
<p>Education to GCSE Standard at grades A-C for a minimum of 5 GCSEs</p>	√		App
<p>GCSEs A-C in Mathematics and English or equivalent (Key skills at Level 2 in AON or Comms)</p>		√	App
<p><u>Experience & skills</u></p>			
<p>Minimum 1 year relevant work experience</p>	√		App
<p>Experience of general office procedures e.g. manual and computerised record and filing systems, photocopying, emails and faxes.</p>		√	App/Int
<p>Experience of working in a team</p>	√		App/Int
<p>Evidence of relevant out of school activities/hobbies.</p>		√	App/NRA

Organised approach to work in relation to file and record keeping	√		Int/Ref/Test
MS-Word & MS-Excel knowledge	√		App/Int/Test
MS-Access & MS-Outlook knowledge		√	App/Int
Able to produce written communications which are readily understood	√		App/Ref/Test
Good communication and numeracy skills	√		App/Int/Test
<u>Interpersonal Skills</u>			
Knowledge of Equal Opportunities		√	App/Int
Ability to research information from relevant sources and present clearly		√	App/Int
<u>Motivation</u>			
Willing to develop knowledge and experience	√		App/Int/Ref
Flexible approach to changing work tasks	√		App/Int/Ref

<u>Other</u>			
Knowledge of Leicestershire County Council		√	App/Int
Good Attendance Record	√		Ref
Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	√		App/Int/Med

App = Application Form

Int = Interview

Test = Test

Ref = Reference

Med = Medical Questionnaire