

Person Specification

Job Title: Business & Administration Apprentice

	Essential	Desirable	How Assessed
<p><u>Qualifications</u></p> <p>Education to GCSE Standard at grades A-C for a minimum of 5 GCSEs</p> <p>GCSEs A-C in Mathematics and English or equivalent (Key skills at Level 2 in AON or Comms)</p>	<p>√</p>	<p>√</p>	<p>App</p> <p>App</p>
<p><u>Experience & skills</u></p> <p>Experience of general office procedures e.g. manual and computerised record and filing systems, photocopying, emails and faxes.</p> <p>Experience of working in a team</p> <p>Evidence of relevant out of school activities/hobbies.</p> <p>Organised approach to work in relation to file and record keeping</p> <p>MS-Word & MS-Excel knowledge</p>	<p>√</p>	<p>√</p> <p>√</p>	<p>App/Int</p> <p>App/Int</p> <p>App/NRA</p> <p>Int/Ref/Test</p> <p>App/Int/Test</p>

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,	√		App/Int/Med

where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.			
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App = Application Form
Int = Interview
Test = Test
Ref = Reference
Med = Medical Questionnaire