

**Person Specification**

**Department**: Administration **Post** **Title**: Business Administration Apprentice

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|  | **Essential/Desirable** |
| **Qualifications** |  |
| GCSEs in English and Maths at grade 4–9 (C or above), or equivalent Functional Skills Level 2.  Additional GCSEs or equivalent qualifications.  Previous business or administrative qualifications/study, such as NVQ Level 1/2 in Business Administration or BTEC Business etc | E  D  D |
| **Experience** |  |
| Administration and/or customer service experience  Ability to work both independently and as part of a team  Experience in managing workloads and meeting deadlines  Experience in a business or office environment. | E  E  E  D |
| **Knowledge & Skills** |  |
| Excellent communication skills, both written and oral  Strong IT skills, confident in the use of Microsoft Word, Excel, email and other software  Ability to produce high quality reports with accuracy  Understanding of GDPR and Data Protection Act 2018  Effectively communicate with a wide range of people which include staff and other professionals  Be able to prioritise workloads; have excellent time management and organisational skills  Be able to work under pressure and meet deadlines  Be able to use own initiative and also work well as part of a team  Accurate and efficient record keeping and filing | E  E  D  D  E  E  E  E  E |
| **Personal Qualities** |  |
| Understand the need for confidentiality, maintaining discretion at all times  Strong work ethic, commitment to completing all duties efficiently and to a high standard  Attention to detail and accuracy in work.  Self-motivated with a proactive approach to tasks.  Adaptability and willingness to learn.  Professional appearance and conduct.  Commitment to equality, diversity, and inclusion. | E  E  E  E  E  E  E |

**Safeguarding**

