



Person Specification			
Post title	Apprentice Improvement Officer	Grade	B

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Able to work with a high level of accuracy.	CV/SS, I
S2	Ability to prioritise work and deliver finished work to tight timescales.	CV/SS, I
S3	Good use of Microsoft 365, other IT products and emerging technologies such as AI.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Demonstrate a willingness to share information and work with other people.	I
Communication		
C1	Good level of communication skills – written, oral and presentational.	CV/SS, I
C2	Good inter-personal skills and relationship management skills.	CV/SS, I
Qualifications		
Q1	GCSE Maths and English at Level C or above.	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.

June 2025





- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

June 2025

