**Person Specification:** Business Administration Apprentice

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Either have or expect to achieve 2 GCSE’s in English and Maths at Grades 4-9 or hold an equivalent and relevant qualification
 | * IT qualification
* Administrative qualification
 | * Application form
* Selection Process
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| **Experience** | * Use of Microsoft Office applications
 | * 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
 | * Application form
* Selection Process
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| **Skills / Knowledge** | * Ability to follow instructions
* Ability to work in a team
* Ability to work on own initiative
* Good communication skills
* Good IT skills
 | * Knowledge of computer systems
* Health & Safety awareness
* Data protection awareness
* Awareness of the Councils role
 | * Application Form
* Reference/Test
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| **Personal Qualities** | * 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 ‘can do’ approach
* Be able to maintain confidentiality
* Polite and respectful to colleagues and the public
 | * Feel confident in dealing with queries
* Experience of dealing with people
 | * Application Form
* Reference
* Interview/Test
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