**PERSON SPECIFICATION**

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|  **Post Title: HR Apprentice**  |  |

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| Qualifications and Experience |
| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications**  | Five GCSE’s at Grade C or above (or 9 -4) including English & Maths Agree to work towards a CIPD Level 3 Qualification |  | Application  |
| **Experience**  | Working as part of a team (this could be in a sporting, educational, work or social setting)  | Office work experience e.g. record keeping, filing, use of standard office equipment e.g. photocopier etc.Customer service experience | Application and Interview  |
| **Skills/Knowledge** | Able to use Microsoft Office e.g. Word and ExcelBe articulate and able to converse confidently in a pleasant and professional mannerThe ability to communicate both orally and in writingBe numerate and have the ability to copy/transfer information accuratelyTo be able to prioritise and meet deadline  |  | Application and Interview |
| **Personal Attributes** | Maintains confidentiality at all times.Curious and keen to develop and learn Flexible approach to workThe ability to solve problems logicallyHigh personal standards and self-discipline in working to tight deadlinesThe ability to work as an effective member of a teamTenacious self-starterHigh attention to detail of tasks |  | Application and Interview |