**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 Excel  Be articulate and able to converse confidently in a pleasant and professional manner  The ability to communicate both orally and in writing  Be numerate and have the ability to copy/transfer information accurately  To 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 work  The ability to solve problems logically  High personal standards and self-discipline in working to tight deadlines  The ability to work as an effective member of a team  Tenacious self-starter  High attention to detail of tasks |  | Application and Interview |