

PERSON SPECIFICATION- Apprentice Administrative Assistant

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Good educational background	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> 5 or more GCSEs (grade 4+ / C+) or equivalent including English and Maths	E	
<input type="checkbox"/> Computer literate	E	
<input type="checkbox"/> Willingness to undergo further training	E	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent administrative skills	D	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of dealing with the public through the telephone and face to face contact	E	
<input type="checkbox"/> Good standard of spoken English	E	
<input type="checkbox"/> Experience of using Microsoft Office, e.g. Excel, Word or Google Suite	E	
<input type="checkbox"/> Experience producing accurate records and documents e.g. emails, letters, files, payments and reports	D	
<input type="checkbox"/> Experience of using a database	E	
<input type="checkbox"/> Experience of using various types of office machinery including, photocopiers, laminators and binding machines	D	
<input type="checkbox"/> Knowledge of SIMS	D	
<input type="checkbox"/> Stock control	D	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Able to relate well to children and adults	E	
<input type="checkbox"/> Excellent interpersonal and communication skills	E	
<input type="checkbox"/> Ability to work hard ensuring deadlines are met, prioritising appropriately, and maintaining good honour	E	
<input type="checkbox"/> Flexible and adaptable	E	
<input type="checkbox"/> Exercises proactivity and good judgement.	E	

<input type="checkbox"/> Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way.	E	
<input type="checkbox"/> Integral, reliable, self-motivated, and has a positive attitude.	E	
<input type="checkbox"/> Takes responsibility for their own work, accepts feedback in a positive way, uses initiative and shows resilience.	E	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	