

## Person Specification

### Trainee – Business Support

#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### **Essential:**

- Ability to follow spoken and written instructions
- Ability to resolve problems
- Organisation skills
- Approach to team working
- Basic Health and Safety Awareness
- Willing to attend training courses as required

##### **Desirable:**

- Awareness of job role in the chosen occupational environment

#### Part B

The following criteria will be further explored at the interview stage:

- All points in essential above

Plus:

- Commitment to NCC Equality and Diversity policies

##### **Additional Requirements**

- Two references from current and previous employers (or education establishment if applicant not in employment)
- Ability to work core business hours
- Bank account for payment of salary
- Flexibility with regard to work location, hours of work and type of job assignments