

Person Specification Form

Post Title – Apprentice Business Support Officer - Level 3

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Maths and English GCSE A-C/4 or above or equivalent	D	AF/Initial assessment
Experience Experience of providing good customer service Experience of using ICT	D E	AF/I AF/I
Knowledge/skills/abilities Ability deliver good customer service Ability to work as part of a team Good communication skills (oral and written) Time management skills Organisational skills Knowledge of the concept of confidentiality Administrative skills Flexible attitude to work	E E E E E E D E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Other Commitment to undertake service development Commitment to safeguarding and protecting the welfare of children and young people Demonstrate motivation and enthusiasm throughout the apprenticeship	E E E	AF/I AF/I AF/I AF/I AF/I
Special Requirements		