



**Person Specification for
Business Support Apprentice**

SKILLS/ATTRIBUTES	Essential	Desirable	EVALUATION METHOD
Qualifications and experience			
Possess a minimum of 4 GCE/GCSEs (Grades A-C) or equivalent, which should include English Language and Mathematics.	X		Application Form
Experience of administration work		X	Application Form / Interview
Experience of providing good customer service		X	Application Form / Interview / Reference
Experience of using ICT	X		Application Form / Interview
Knowledge and understanding			
Knowledge of administration processes		X	Application Form / Interview
Knowledge of the concept of confidentiality	X		Application Form / Interview
Skills			
Flexible in approach to workload management- able to prioritise tasks	X		Application Form / Interview / Reference
Good communication skills	X		Application Form / Interview
Organisational skills	X		Application Form / Interview / Reference
ICT skills, including word processing, adaptable at using several IT systems	X		Application Form / Interview
Personal characteristics			
Commitment to safeguarding and protecting the welfare of children and young people	X		Application Form / Interview / Reference
A commitment to fostering the ethos of the school	X		Application Form / Interview
Commitment to apply themselves to the apprenticeship with commitment and diligence	X		Application Form / Interview / Reference
Commitment to sustaining good attendance at work	X		Application Form / Interview / Reference
Commitment to undertake in service development	X		Application Form / Interview / Reference
Commitment to equality and diversity	X		Application Form / Interview
Commitment to health and safety	X		Application Form / Interview