**Person Specification**

**Business & Skills Apprentice**

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Key Skills & Abilities** | * IT experience in Microsoft Office including Word Processing and Excel
* Good verbal communication & listening skills
* Ability to communicate information clearly and accurately, both in person and when using the telephone and email
* Ability to follow instructions and organise yourself to complete tasks fully and on time
* Ability to check for accuracy and give attention to detail
* Good team work
 |  | Application formInterview Interview |
| **Education & Qualifications** | * GCSE’s (or equivalent) at Grade C/Level 2 or above in Maths and English
 |  | Certificates |
| **Knowledge/Experience** |  | Understanding a customer focused organisationOrganising meetings and diariesAssisting/Organising internal/external events | InterviewInterview |
| **Personal Attributes** | * Flexible
* Calm under pressure
* organisation
* Team Worker Motivated
* Good personal
 |  | Interview |
| **Date:** | April 2017 |  |  |