**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 form  Interview  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 organisation  Organising meetings and diaries  Assisting/Organising internal/external events | Interview  Interview |
| **Personal Attributes** | * Flexible * Calm under pressure * organisation * Team Worker Motivated * Good personal |  | Interview |
| **Date:** | April 2017 |  |  |