

## PERSON SPECIFICATION

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### Business Administrator Apprentice (Support Services)

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	ESSENTIAL	DESIRABLE
<b>Education/ Training/Qualifications</b>	<ul style="list-style-type: none"> <li>Must have achieved Maths &amp; English grade C or above or equivalent (Level 2 Literacy &amp; Numeracy)</li> </ul>	
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working within a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within the chosen sector (work experience or training).</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively</li> <li>Ability to form relationships</li> <li>Ability to work as part of a team</li> <li>Ability to gather and analyse data</li> <li>Ability to produce detailed and accurate work</li> <li>Reliable</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Microsoft 365 including Word, Excel and Teams</li> <li>Knowledge of Canva or other design software</li> </ul>
<b>Values and Attitudes</b>	<ul style="list-style-type: none"> <li>Happy and outgoing</li> <li>Enthusiastic about working with data and carrying out analysis</li> <li>Capacity to recognise equality of opportunity for all people</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Willingness to work outside of office hours when required</li> </ul>	