**Person Specification**

**Apprentice**

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**Key Skills and Abilities**

* Good IT skills with a knowledge of range of different computer packages e.g. Word, Excel etc.
* Good communication and interpersonal skills to effectively deal with a wide range of parents/students/suppliers/staff.
* Ability to follow instructions and organize yourself to complete tasks fully and on time.
* Ability to use initiative to think through problems to find solutions.
* Ability to take on individual project work and demonstrate initiative
* Literate with good written communication skills.
* Numerate
* Ability to check for accuracy and give attention to detail
* Ability to work individually and as an effective tam member.
* An understanding of the need to deal with sensitive issues and to keep information confidential.
* Manage own time to complete tasks within agreed deadlines.
* Able to follow instructions and work within set procedures.

**Education and Training**

* GCSE’s A-C including Maths and English

**Knowledge**

* Knowledge of spreadsheets, word processing and databases

**Personal Attributes**

* Ability to use initiative
* Calm under pressure
* Motivated
* Good personal organization
* Team worker