

PERSON SPECIFICATION

The person specification is an overview of the skills, knowledge and experience required of an apprentice. Your application will be assessed on how well you meet the specification set out below. In your application form, make sure that you answer each question referring to the requirements below and provide evidence of this to support your answers. You can draw on your experiences gained through work, study or other activities to help you provide this evidence in your application.

Post Title: Administrative Support Apprentice		Grade: Training Grade - £16,616.49
REQUIREMENTS		
EDUCATION AND EXPERIENCE		A/I/E*
E1	Interest and motivation to work within Business Administration.	A/AD
E2	Ability to meet the entry requirements of the Level 3 Business Administration course attached to this apprenticeship and to attend and undertake the studying and coursework required to complete the course.	A/E
KNOWLEDGE, SKILLS AND ABILITY		
E3	Ability to communicate and to present information clearly and concisely both verbal and written, with good attention to detail.	A/AD
E4	Proven Basic IT skills and ability to learn new systems.	A
E5	Ability and willingness to follow instruction and learn new tasks.	A/AD
E6	A positive attitude towards teamwork and able to work as part of a team.	A/AD
E7	Willingness to learn and to take responsibility for your own development.	A/AD
E8	Ability to organise own workload and meet deadlines.	A/AD
E9	Excellent timekeeping skills, able to attend work and college at required times.	A/AD
E10	Commitment to completing the apprenticeship and obtaining a qualification.	A/AD
E11	Ability to display sensitivity and maintain confidentiality.	A
E12	Ability to adhere to the Council's Dignity for All policy.	A/AD
SPECIAL REQUIREMENTS OF THE POST		
E13	This role will require you to obtain through us an Enhanced satisfactory clearance from the Disclosure and Barring Service.	
E14	Eligibility to the apprenticeship scheme is open to Islington residents, Islington care leavers or former Islington school students.	A/E
E15	Currently unemployed or working no more than 16 hours a week.	E

E16	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E
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Assessed by: A = Application, AD = Assessment Day, E = Eligibility test