

### PERSON SPECIFICATION- Business Administrator Apprentice

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

| <b>Qualifications &amp; Training</b>   | <b>Essential/Desirable</b> | <b>How Identified</b>                           |
|--|----------------------------|---|
| <input type="checkbox"/> Level 2 qualifications in English and Maths or equivalent   | <b>E</b>                   | Application form/Interview/Task (if applicable) |
| <input type="checkbox"/> Willingness and ability to obtain the Business Administrator Level 3 qualification                                      | <b>E</b>                   |   |
| <b>Knowledge &amp; Experience</b>  | <b>Essential/Desirable</b> | <b>How Identified</b>                           |
| <input type="checkbox"/> Working flexibly to meet business needs   | <b>E</b>                   | Application form/Interview/Task (if applicable) |
| <input type="checkbox"/> Experience of working in a school environment or working with children/young people                                     | <b>D</b>                   |   |
| <b>Skills &amp; Key Criteria</b>   | <b>Essential/Desirable</b> | <b>How Identified</b>                           |
| <input type="checkbox"/> Ability to effectively communicate with a wide range of audiences   | <b>E</b>                   | Application form/Interview/Task (if applicable) |
| <input type="checkbox"/> Ability to use standard ICT packages including Microsoft Office   | <b>E</b>                   |   |
| <input type="checkbox"/> Ability to respect and maintain confidentiality, including following general data protection regulations                | <b>E</b>                   |   |
| <input type="checkbox"/> Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | <b>E</b>                   |   |

| <b>Personal Attributes</b>  | <b>Essential/Desirable</b> | <b>How Identified</b>                      |
|---|----------------------------|--|
| <input type="checkbox"/> A supportive and co-operative team member  | <b>E</b>                   | Application                                |
| <input type="checkbox"/> The ability to build positive and professional relationships   | <b>E</b>                   | form/Interview/                            |
| <input type="checkbox"/> Effective organisational and administrative skills   | <b>E</b>                   | Task (if                                   |
| <input type="checkbox"/> A willingness to engage positively with feedback to support professional development   | <b>E</b>                   | applicable)                                |
| <b>Equal Opportunities</b>  | <b>Essential/Desirable</b> | <b>How Identified</b>                      |
| <input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community | <b>E</b>                   | Application                                |
| <input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context   | <b>E</b>                   | form/Interview/<br>Task (if<br>applicable) |
| <b>Safeguarding</b>   | <b>Essential/Desirable</b> | <b>How Identified</b>                      |
| <input type="checkbox"/> Commitment to the protection and safeguarding of children and young people   | <b>E</b>                   | Application                                |
| <input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people   | <b>D</b>                   | form/Interview/<br>Task (if<br>applicable) |