

Apprentice Exams and Data Assistant Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
Knowledge, Experience and Skills	5+ GCSE/CSE grade C or above inc Maths and English	✓		A
	Willingness to work towards a relevant level 3 Apprenticeship Standard	✓		A
	A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
	Ability to learn new skills and utilise new data systems	✓		A, I
	JOB COMPETENCIES			
Interacting and Presenting – Presenting and Communicating Information	Good communication skills	✓		I
	Able to project a respectable and professional image	✓		I
	Helpful and positive attitude in a busy environment	✓		I
Supporting and Co-operating – Working with People	Excellent team worker	✓		I
Adapting and Coping – Coping with Pressures and Setbacks	Ability to maintain a calm approach and work effectively under pressure	✓		I
Organising and Executing – Planning and Organising	Able to work to deadlines and a willingness to respond positively to all aspects of work	✓		A, I
	Demonstrable attention to detail			
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		A, I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		I
	Willingness to undertake Child Protection training when required	✓		I

A = by application, I = assessed on Interview Day