

PERSON SPECIFICATION

JOB TITLE:	Level 3 Business Administration Apprentice
RESPONSIBLE TO:	Senior HR/SLT Administrator
GRADE/SALARY:	Apprentice National Minimum Wage (age-dependent rate)
CONTRACT:	Term-time only / 18-month Apprenticeship

Qualifications, Experience and Training:

- You will be working towards the Level 3 Apprenticeship in Business Administration.
- A good, basic education - to GCSE level in English and Mathematics, or equivalent.
- Advanced Microsoft Office and general ICT knowledge.

Skills / Personal Qualities:

- Skilled in the use of multiple ICT software packages (including MS Office) and equipment.
- Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms. Uses the most appropriate channels to communicate effectively.
- Ability to complete work to a high standard of accuracy and presentation.
- Takes responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines.
- Able to update and review databases, record information and produce data analysis where required.
- Exercises proactivity and good judgement. Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way.
- Seeks advice of more experienced team members when appropriate.
- Demonstrates resilience when under pressure.
- Able to work flexibly and respond to unplanned situations.
- Able to work constructively as part of a team, understanding roles and responsibilities.
- Efficient and meticulous in organisation.
- Desire to enhance and develop skills and knowledge through CPD.
- Able to appropriately manage confidential information in a sensitive manner.

Safeguarding:

- Commitment to the highest standards of child protection and safeguarding.

Equal Opportunities:

- Commitment to the Trust's/Academy's Equal Opportunities policies and ability to put into practice in the context of this post.

Data Protection

- Commitment to the Trust's/Academy's obligations in respect of the General Data Protection Regulations (GDPR) 2018.

Please note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.