

Great Academy Ashton Person Specification

Post: Training Administration Apprentice

Note to Applicants:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOUR HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the **Essential Criteria**.

The **How Identified** column shows how the School will obtain the necessary information about you.

If the **How Identified** column say the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications & Experience	<ul style="list-style-type: none"> To undertake NVQ Level 2/3 in Business Administration 	Application Form	<ul style="list-style-type: none"> 5 GCSE Qualifications grade A-C Including grade C (4) or above in English, Maths. 	Application Form
Skills & Knowledge	<ul style="list-style-type: none"> Ability to use IT systems e.g. Microsoft package including word, excel and access Ability to work within a team and have a flexible approach within that team Ability to promote a positive ethos and role model positive attributes. Ability to organise workload. Ability to deal with a wide range of people using various forms of communication i.e. telephone, e-mail, face to face. 	Application Form/ Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview	<ul style="list-style-type: none"> Basic knowledge of Health and Safety issues 	Application Form/Interview
Special Working Conditions	<ul style="list-style-type: none"> Prepare to work 'outside normal working hours' e.g. open evenings Willingness to participate in relevant training and development opportunities 	Application Form/Interview Application Form/Interview		