

## Great Academy Ashton Person Specification

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