

**Person Specification Business Administration Apprentice**

	<b>Essential</b>	<b>Desirable</b>	
<b>Knowledge &amp; qualifications</b>	<p>Minimum of GCSE maths &amp; English grades A*-C or equivalent</p> <p>Good working knowledge of ICT systems including word processing and spreadsheets.</p> <p>Understanding of safeguarding.</p> <p>Understanding of Health and Safety.</p> <p>Understanding of GDPR and confidentiality.</p> <p>Understanding of School's Ethos and Values.</p>	<p>Specific knowledge of school MIS systems, preferably SIMS.</p> <p>Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection and Inclusion.</p>	Application Interview
<b>Skills</b>	<p>Good communication skills– verbal &amp; written.</p> <p>Ability to prioritise workload and work to a deadline.</p> <p>Promote a positive working environment.</p>		Application Interview References
<b>Experience</b>	<p>Experience of working successfully and co-operating as a member of a team.</p> <p>Working with a wide range of people.</p>	<p>Previous experience of working in a school/office environment.</p> <p>Front line service to a range of different contacts.</p>	Application References Interview
<b>Attributes</b>	<p>Flexible and adaptable.</p> <p>Resilient and conscientious.</p> <p>Ability to work on own initiative.</p> <p>Attention to detail.</p> <p>Good front facing customer service skills.</p> <p>Flexible approach to work to enable effective delivery of service.</p> <p>Punctual and conscientious.</p> <p>Exemplary levels of integrity.</p>		Interview References
<b>Special requirements</b>	<p>Be willing to undergo Disclosure and Barred list check (DBS) plus a range of other recruitment checks.</p>		