

PERSON SPECIFICATION

JOB TITLE:	Business Administration Apprentice
JOB BAND:	Apprentice

GUIDANCE FOR MANAGERS:

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

Qualifications & Education	Weighting (Essential or Desirable)
Maths & English at GCSE grade D or above / 3 – 9, or the equivalent Functional Skills at Level 1	Essential

Knowledge and Training	Weighting (Essential or Desirable)
Knowledge of Microsoft Office products including, MS Word, MS Excel and MS Outlook.	Essential
Awareness of confidentiality	Desirable

Experience	Weighting (Essential or Desirable)
Accurate keyboard skills	Essential
Problem solving	Desirable
Accuracy/Attention to detail	Essential
Demonstrated work experience	Desirable

Communication & Relationship Skills	Weighting (Essential or Desirable)
Good written communication skills	Essential
Good verbal communication skills	Essential

Good interpersonal skills	Essential
Demonstrates a responsible attitude to their work.	Essential
Commitment to developing a professional approach to colleagues, patients and visitors	Essential
Ability to work as part of a team and/or individually	Essential

Analytical & Judgement Skills	Weighting (Essential or Desirable)
Willing to learn and develop	Essential
Interest in pursuing a formal apprenticeship in administration	Essential

Planning & Organisational Skills	Weighting (Essential or Desirable)
Good organisation skills	Essential
Good timekeeping	Essential
Reliable	Essential

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	
Date prepared:	
Job evaluation completed:	
Job evaluation reference number:	