

**PERSON SPECIFICATION**

**Apprentice Administrative Assistant**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| GCSE English and Maths at A\*-C or equivalent. | Desirable | Application Form |
| Able to learn new tasks and to follow instructions | Essential | Supporting Statement/Interview |
| Familiar in the use of Microsoft Office software applications such as Microsoft Word and Outlook. | Essential | Application Form/Interview |
| Eager to deliver a good standard of customer service | Essential | Supporting Statements/ Interview |
| Able to complete tasks with a good attention to detail | Essential | Supporting Statements/ Interview |
| Able to communicate clearly and accurately in-person, by telephone, in writing and through Teams meetings. | Essential | Application Form / Interview |
| Keen and positive approach to working in a team and have a flexible approach to work | Essential | Interview |

\*

* **Application Form** – assessed against the application form, CV or covering letter to create a shortlist of candidates. Your application will be “scored” on the basis of how you demonstrate that you meet these criteria.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” on the basis of how you demonstrate that you meet these criteria as part of the shortlisting process.
* **Interview** – assessed during the interview process by interview questions, tests or tasks.