

PERSON SPECIFICATION
Apprentice Maintenance Bench Joiner, Facilities – Maintenance
Vacancy Ref: M135

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
GCSE English Grade C or above, or equivalent	Essential	Application form
GCSE Mathematics Grade C or above, or equivalent	Essential	Application form
GCSE Science Grade C or above, or equivalent	Desirable	Application form
Demonstrate some understanding of, and interest in Building or Allied Trades and demonstrate appropriate reasons for applying for this apprenticeship	Desirable	Supporting Statement/Interview
Undertake and successfully complete on the job learning alongside suitable qualifications throughout the apprenticeship, leading to the award of a level 3 NVQ in Bench Joinery	Essential	Interview
Able and keen to follow instructions and learn new skills from colleagues in the workplace and from formal qualifications	Essential	Interview -Practical Exercise
Ability to complete tasks and prioritise work	Essential	Interview/Supporting Statements
Problem solving skills - ability to identify problems, look for and carry out solutions	Essential	Interview/Supporting Statements
Understanding of the importance of good customer service	Essential	Interview
A keen, positive and flexible approach to work, including the ability to work well within a team	Essential	Interview/Supporting Statements
Knowledge of Microsoft Office applications, and use of devices such as smart devices	Essential	Interview
Capable of communicating with people across the university and conducting yourself in a responsible and professional manner	Essential	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.