



Person Specification

Job Title: Business Administration Apprentice

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Experience of working in a customer facing environment		✓
Skills		
Good written and verbal communication skills with a clear and professional telephone manner	✓	
Able to demonstrate an ability to respect and maintain confidentiality at all times	✓	
Effective organisational skills	✓	
Confident and enthusiastic with a flexible approach to work	✓	
Able to work without constant supervision	✓	
Works well as part of a team	✓	
Good time management skills with an ability to meet tight deadlines	✓	
Strong IT skills with a good understand of Microsoft Office	✓	
Able to extract, interpret and analyse data	✓	
Ability to relate to students in a pleasant and sympathetic manner and able to recognise potential child safeguarding issues	✓	
Understanding of school child safeguarding procedures		✓
Other		
Satisfactory Enhanced DBS disclosure	✓	
Assessed and advised by Health and Wellbeing	✓	