



Advanced Apprenticeship

Person Specification

Essential	
Experience and Knowledge	<ul style="list-style-type: none"> • Able to demonstrate knowledge and understanding of the administration skills required in a work environment. • Able to demonstrate an appreciation and understanding of good customer engagement. • Understanding the skills required to support project work, including organisational, time management and communication skills.
Education and Qualifications	<ul style="list-style-type: none"> • A Level 2 competency or functional skills qualification in both Maths and English (e.g. GCSE grade 7 - 4 / A to C), or other suitable qualification must be achieved or have been achieved. • Willingness and competence to undertake an Advanced Apprenticeship Level 3.
Skills	<ul style="list-style-type: none"> • IT literate - able to use information, communication and office technology. • Able to evaluate and plan work effectively. Taking informed and well-reasoned decisions. • Able to produce accurate work in a timely manner. • Able to follow instructions accurately and effectively. • Able to demonstrate good interpersonal skills and ability to sustain effective working relationships, working confidently with others and adapting to different contexts appropriately. • Able to listen and take account of different views. • Able to think creatively by generating and exploring ideas, working effectively with others to find solutions. • Willingness to learn and motivation to undertake a course of study while working.
Special Aptitudes	<ul style="list-style-type: none"> • Demonstrates a growth mindset. • Self-motivated. • Ability to work under own initiative, taking personal responsibility with a commitment to learning and self-improvement. • Demonstrates reliability, commitment and punctuality.