

CHINGFORD ACADEMIES TRUST



PERSON SPECIFICATION FOR POST OF BUSINESS AND ADMINISTRATIVE APPRENTICE

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
1. EDUCATION AND TRAINING			
Good standard of education GCSE Grade A*- C standard or equivalent in English and Mathematics	✓		I/A
2. EXPERIENCE			
Well organised with the ability to work to tight timescales and demonstrate attention to detail	✓		
Ability to work individually and as an effective team member	✓		
Ability to take on individual project work and demonstrate initiative	✓		
3. KNOWLEDGE			
Good IT skills with a knowledge of a range of different computer packages e.g. Word, Excel, Powerpoint etc		✓	
Knowledge of reception duties, filing and office management, including order management,		✓	
4. SPECIAL ABILITIES/APTITUDES			
Friendly disposition	✓		
Ability to command respect from pupils	✓		
Good communication and interpersonal skills to effectively deal with a wide range of customers, contractors and other members of staff	✓		
An understanding of the need to deal with customers sensitively and to keep information confidential	✓		
Attention to detail	✓		
Aptitude for problem-solving	✓		
Ability to multi-task	✓		
5. OTHER POSITION SPECIFIC REQUIREMENTS			
Willing to undertake NVQ whilst working full time	✓		
Good timekeeper.	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

***I - Interview T – Test/Presentation A - Application Form**