

### Business Administrator Apprentice Person Specification

No:	Area: For any of these criteria please draw on experience through education, work or personal	Essential	Desirable
<b>1</b>	<b>Qualifications</b>		
1.1	Educated to GCSE (min 5 GCSE's grade C/level 5 or above – including maths and English) or equivalent experience	✓	
1.2	Professional administration qualification – (or working towards)		✓
<b>2</b>	<b>Experience</b>		
2.1	Administrative experience		✓
2.2	Experience of delivering excellent customer service internally and externally		✓
2.3	Experience of working as part of a team, juggling responsibilities and managing priorities and workload		✓
<b>3</b>	<b>Skills and understanding</b>		
3.1	Excellent organisational skills	✓	
3.2	Ability to adhere to deadlines and prioritise workload	✓	
3.3	Experience in using IT packages	✓	
3.4	Good communication skills; both verbal and written	✓	
<b>4</b>	<b>Personal Qualities</b>		
4.1	Uphold the Christian values and ethos of the Trust	✓	
4.2	Self-motivated, willingness to learn and can keep calm under pressure	✓	
4.3	Personable (polite, customer-focused and friendly) and enjoy meeting people	✓	
4.4	Reliable and willing to work outside normal working hours when occasional and reasonable requests are made	✓	
4.5	Driving license and ability to travel across the Trust's academies and training venues		✓