



PERSON SPECIFICATION

Service Unit: Revenues & Benefits

Post Title: Apprentice Admin Assistant
Grade:
Post Number: 332019544

Attributes	Essential	Desirable	How Identified
Relevant Experience	Experience of Word and Excel	Experience of being in a work environment.	Application Form / Interview
Education and Training	5 GCSEs including Maths and English at grade 4 or above (or equivalent)		Application Form
Special Knowledge and Skills	Excellent numeracy skills Good communication skills	Ability to collate and interpret information from details provided by internal and external sources	Application Form / Interview
Any Additional Factors	Computer literate Accurate	Experience of inputting data on a database. Experience of scanning and indexing.	Application Form / Interview

Prepared by: (Manager)

Date:.....

Approved by: (Personnel)

Date:.....