

PERSON SPECIFICATION

POST TITLE: HUMAN RESOURCES APPRENTICE

			RELEVANT CRITERIA	HOW IDENTIFIED	ESSENTIAL/ DESIRABLE
1.	EDUCATION & QUALIFICATIONS	1.1	Educated to GCSE Level 4/5 or above (Grade C or equivalent qualification) in Maths and English.	Application Form/ Certificates	A
2.	SKILLS/ABILITY	2.1	Knowledge of Microsoft Word and Excel and the ability to learn how to use in-house computerised systems.	Application Form/ Selection Process	A
		2.2	Ability to deal with confidential matters with discretion.	Application Form/ Selection Process	A
		2.3	Effective communication skills, both written and verbal.	Application Form/ Selection Process	A
		2.4	Ability to work on own initiative and as part of a team.	Application Form/ Selection Process	A
		2.5	Ability to prioritise and manage conflicting tasks in an efficient and timely manner.	Application Form/ Selection Process	A
3.	CHARACTERISTICS	3.1	Professional and friendly approach to work	Selection Process	A
		3.2	Willingness to be flexible and work to meet the best interests of the school	Selection Process	A
		3.3	Ability to act with empathy towards staff and students	Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.

The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please advise us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.