**North East Futures UTC**

**Apprentice Administration Assistant**

#### PERSON SPECIFICATION

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| **Category** | **Essential** | **Evidence Gained From** |
| **QUALIFICATION AND TRAINING** | * Level 2 in English and Maths
 | * Application
* Certificates
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| **EXPERIENCE** | * Experience of keeping accurate records and document production
* Experience of using Microsoft Office
 | * Application
* Interview
* References
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| **KNOWLEDGE AND SKILLS** | * Ability to produce letters and correspondence to support the UTC
* Knowledge and skills to meet the demands of a busy office
* Ability to work across a range of teams and support integrated working practices
* Excellent communication skills with the ability to deal with a wide range of stakeholders contacting the UTC
* Ability to work alone and make decisions when required as well as working as part of a wider team.
 | * Application
* Interview
* References
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| **OTHER REQUIREMENTS** | * A commitment to safeguarding and promoting the welfare of children and young people
* Prepared to work flexibility to meet work requirements
* A commitment to equal opportunities
* A commitment to CPD
 | * Application
* Interview
* References
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