**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 |
| **EXPERIENCE** | * Experience of keeping accurate records and document production * Experience of using Microsoft Office | * Application * Interview * References |
| **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 |
| **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 |