

# Person specification



## Post

Business Administration Apprenticeship – Housing Admin Assistant

## Values

Our values framework sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

## Specification

Please indicate which attributes are Essential/ Desirable and measured in the Interview/ Application/ Test.

## Personal qualities / Aptitudes / Behaviours

- Ability to prioritise own workload in consultation with line manager, be customer orientated, Self-motivated and ability to work on own and as part of a team **Essential / Application and Interview**



## Education/ Qualifications

- 5 GCSEs or the equivalent, including Maths and English- **Essential / Application**
- Commitment to work towards the Level 3 Business Administration Apprenticeship **Essential / Application**

## Experience/ Knowledge

- Computer literate preferably with experience of Microsoft Office Suites, Excel spreadsheets, PowerPoint **Essential / Application**
- Experience of dealing with manual and computerised record systems **Desirable / Application**

## Skills and Abilities

- Good written and oral communication skills. **Essential / Application and Interview**
- Good prioritisation and organisational skills- **Essential /Application and Interview.**

## Miscellaneous/ Other Working Requirements

- Flexible approach to working and ability to prioritise effectively– Able to carry out a wide range of administrative tasks including office and telephone cover **Essential / Application and Interview**
- Commitment to training / learning & development **Essential / Application and Interview**