Apprentice Business Administrator (Level 3 Business Administrator Apprenticeship)

Person Specification - Essential and Desirable Criteria

Criteria	Essential	Desirable
Qualifications	GCSE Grade 4/C or above in English and Mathematics.	Additional qualifications in Business, IT or Administration.
IT Skills	Confident using Microsoft Office applications.	Experience of SIMS, or other databases.
Communication Skills	Good verbal and written communication skills.	Experience of newsletters, social media or website updates.
Organisation	Able to prioritise tasks and meet deadlines.	Experience organising events or projects.
Customer Service	Professional and approachable manner.	Previous customer-facing experience.
Administration Skills	Maintain accurate records and administrative systems.	Previous office or administrative experience.
Teamwork	Works collaboratively and independently.	Experience in a school or education setting.
Confidentiality	Handles sensitive information appropriately.	Previous experience with confidential records.
Problem Solving	Shows initiative and problem-solving skills.	Experience improving systems or processes.
Professionalism	Reliable, punctual and self-motivated.	Evidence of leadership or volunteering.
Commitment to Learning	Willingness to complete the apprenticeship.	Interest in school business management.
Safeguarding	Commitment to safeguarding and welfare of children.	Previous safeguarding training or experience.