

<b>PERSON SPECIFICATION</b>	
<b>Business Support Apprentice</b>	
<b>Area</b>	<b>Essential Requirement</b>
<b>Professional Qualifications</b>	Minimum grade C GCSE/O Level in English and maths or equivalent qualifications Level 2 or equivalent qualification in a relevant discipline
<b>Knowledge</b>	Knowledge of Microsoft Office programmes and other relevant ICT packages
<b>Skills &amp; Abilities</b>	Good numeracy and literacy skills Ability to maintain electronic and manual records Good keyboard and ICT skills Ability to develop positive relationships with children, families, team members and other professionals Work as part of a team Ability to plan and prioritise you own work Sensitivity to the needs and welfare of others General clerical/administrative/data entry/financial work Experience of working in busy environments and juggling diverse work responsibilities Experience of working with diverse communities
<b>Personal Qualities</b>	Organised and tidy Pro-active team member with a 'can do' attitude Some flexibility for occasional work outside of hours i.e. emergencies and events Quick learner who remains calm under pressure
<b>Other</b>	Enhanced DBS Check Valid visa/Right to Work in UK
<b>Working with others</b>	Understand the importance of working in partnership with colleagues Approachable, accessible and flexible High expectations for yourself and others
<b>School Ethos and Values</b>	Modelling our school Values and Ethos An understanding of the need for equality of opportunity
<b>Area</b>	<b>Desirable Requirement</b>
<b>Knowledge</b>	Appropriate knowledge of first aid and safeguarding
<b>Skills &amp; Abilities</b>	Strong communication skills – verbal and written

## PURLEY OAKS PRIMARY SCHOOL

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	Good listening skills, ability to understand and use initiative to solve problems, but knowing when to stop and ask Ability to identify own training and development needs and cooperate with means to address these
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