

ABINGDON LEARNING TRUST

Person Specification – Business Administration Apprentice

	Essential	Desirable	How to be tested
Qualification criteria: <ul style="list-style-type: none"> Strong passes (Grade 5 or higher) in English Language and English Literature at GCSE Strong pass in Mathematics Additional 4 other GCSE qualifications at strong pass 	<p>x</p> <p>x</p> <p>x</p>		Application form & evidence
Knowledge and experience: <ul style="list-style-type: none"> Interest in learning about and Trust administration processes. Awareness of, or willingness to learn, good customer service principles. Understanding of the importance of confidentiality, safeguarding and data protection in an education environment. 	<p>x</p> <p>x</p> <p>x</p>		Application form & Interview
Vision and strategy: <ul style="list-style-type: none"> Vision aligned with Abingdon Learning Trust of high aspirations and high expectations of self and others. 	<p>x</p>		Interview
Skills and aptitudes: <ul style="list-style-type: none"> Good verbal communication skills in English. Basic confidence using Microsoft Office, with willingness to develop IT skills in MS and other Trust systems. Strong organisational skills and good attention to detail. Ability to follow instructions, ask for help when needed and complete tasks accurately. Ability to work positively with others, shown through school, work, volunteering, clubs or other experiences. Interest in using data, systems and documents to support effective administration. Interest in developing analytical skills to support business decisions Understanding and use of AI in support of efficiency and effectiveness, safely in a workplace that has personal and sensitive data at its heart Clean driving licence 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p>	Interview

<p>Personal attributes:</p> <ul style="list-style-type: none"> • A proactive, positive and reliable approach to work. x • Desire to learn and develop a career in business administration within education. x • Willingness and resilience to complete the full apprenticeship programme, including college/provider attendance, off-the-job training, workplace assessments, portfolio evidence and End Point Assessment. x • Ability to respond positively to feedback and changing priorities. x 			Interview
<p>Other:</p> <ul style="list-style-type: none"> • This post is subject to an enhanced DBS disclosure. x • The post holder must be committed to safeguarding the welfare of children and young people. x 			Interview