



PERSON SPECIFICATION

POST	APPRENTICE ADMINISTRATOR		DEPT.	LEARNER SUPPORT
GRADE	APPRENTICE TERMS		REF NO	026-20

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) PRESENTATION (P)
Evidence of a commitment to personal and professional development		E	AF/I
Level 2 Business Administration (or equivalent)		E	AF/I
GCSE Maths and English A-C grade		E	AF/I
RELEVANT EXPERIENCE		E / D	MEASURED BY
Ability to show initiative		E	AF/I
Experience of working within a customer service environment dealing with customers		D	AF/I
Experience of producing documents (letters, emails, reports)		D	AF/I
Experience of communicating on the telephone and electronically		E	AF/I
RELEVANT KNOWLEDGE SKILLS & APTITUDES		E / D	MEASURED BY
Good organisational skills, including the ability to undertake several tasks simultaneously and meet deadlines		E	AF/I
Excellent ICT skills and knowledge of Microsoft Office applications including Word and Excel		E	AF/I
Excellent written and verbal communication skills and attention to detail		E	AF/I
Self-motivated and ability to learn and develop quickly		E	AF/I
Commitment to delivering excellent customer service		E	AF/I
Positive and enthusiastic team player		E	AF/I



SPECIAL REQUIREMENTS		E / D	MEASURED BY
The successful applicant will need to apply for a DBS check to work in the College environment.		E	AF/I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality		E	AF/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.		E	AF/I
Awareness of health and safety requirements.		E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.		E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.		E	AF/I