

# Sheffield City Trust

## Person Specification



**Job Title:** People Administration Apprentice

**Selection Criteria:**

| CRITERIA                       | REQUIREMENT  | ESSENTIAL/<br>DESIRABLE |
|--------------------------------|--|-------------------------|
| <b>Qualifications</b>          |  |                         |
| GCSE Maths & English           | Level 2 achieved in both subject areas.  | Essential               |
| <b>Work Experience</b>         |  |                         |
| Team Working                   | Experience of working as part of a team and achieving excellent results.   | Essential               |
| Problem Solving                | Demonstrated ability to solve problems, considering long term solutions and continuous improvement.                              | Essential               |
| <b>Knowledge</b>               |  |                         |
| Microsoft office               | Knowledge of office programmes. Word, excel, PowerPoint and able to demonstrate a good understanding of each programme.          | Essential               |
|                                | Knowledge of the Microsoft office 365 package is desirable.  | Desirable               |
| Formatting of formal documents | An awareness of how to format formal documents such as letters that may be sent to employees, solicitors, stakeholders etc.      | Essential               |
| <b>Skills &amp; Qualities</b>  |  |                         |
| IT skills                      | A good understanding of windows computing systems and basic programmes.  | Essential               |
| Record Keeping                 | The ability to keep accurate records both hard copy and electronically, maintaining confidentiality and work in a timely manner. | Essential               |

|                                       |   |           |
|---------------------------------------|---|-----------|
| Can do attitude                       | Displays a can-do attitude at all times and is keen to take on big tasks and has an aptitude to take on new challenges that may be unfamiliar to them.                          | Essential |
| Communication                         | Excellent communication and interpersonal skills with an ability to manage internal and external stakeholders   | Essential |
| Building and developing relationships | Develops and maintains good working relationships with all employees at all levels of the organisation.   | Essential |
| Organisation Skills                   | Excellent Organisational and time management skills with ability to deliver high quality work under pressure  | Essential |
| Personal Qualities                    | Enthusiastic<br>Assertive and flexible in their approach.<br>Pragmatic with a balanced view of issues.<br>Recognises and supports the importance of values in the organisation. | Essential |