



PERSON SPECIFICATION

Post	Business Support Apprentice
Reporting to	APSE Scotland Principal Advisor
Post Purpose	To provide effective business support to APSE.

ATTRIBUTES		E	D	ID
QUALIFICATIONS, EXPERIENCE AND TRAINING	Educated at N5 level or above – require a Grade C/5 in Maths and English	X		A & I
SKILLS, ABILITIES AND ATTITUDE	Excellent communications skills	X		A & I
	Good numeracy skills	X		A, T & I
	Analytical, attention to detail, and problem-solving skills	X		A & I
	IT skills, able to use Microsoft Office (including Word and Excel)	X		A, T & I
	Able to do administrative tasks including writing emails and correspondence, filing, photocopying and creating documents.		X	A, T & I
	Well organised and able to multitask	X		A & I
	Commitment to the achievement of equality of opportunity in all aspects of employment, customer care activities and training	X		A & I

ID	How identified	Requirements		
			Type	Number
A	Application Form			
I	Interview	E	Essential	7
T	Test	D	Desirable	1

