**PERSON SPECIFICATION: Student Records Advanced Apprentice**

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| **Criteria** | **Essential**  | **Desirable** | **How Assessed** |
| **Qualifications** |
| Level 2 or higher Maths qualification |  | x | Application and Certificate |
| Level 2 or higher English qualification |  | x | Application and Certificate |
| A full Level 2 or higher qualification in Customer Service, Business Administration or otherwise relevant subject |  | x | Application and Certificate |
| Evidence of professional development and continuous updating of skills and knowledge |  | x | Application and Certificate |
| **Experience** |
| Experience of using Microsoft Software packages | x |  | Application and Interview |
| Experience of database input work | x |  | Application and Interview |
| Work experience in administration or an office environment |  | x | Application and Interview |
| Knowledge of current government education funding initiatives  |  | x | Application and Interview |
| Work experience in FE college data or exams environment |  | x | Application and Interview |
| **Knowledge and awareness** |
| Understand how to effectively prioritise and manage workload  | x |  | Interview |
| Understand the importance of data protection | x |   | Interview |
| Ability to demonstrate timely data processing and accuracy | x |  | Assessment |
| Knowledge of audit processes |  | x | Interview |
| **Skills** |  |  |
| Excellent communication and interpersonal skills | x |  | Interview |
| Commitment to outstanding customer service  | x |  | Interview |
| Strong commitment to working at the college | x |  | Interview |
| Commitment to team working | x |  | Interview |