

IT Apprentice Person Specification

Requirement	Essential
Qualification	<ul style="list-style-type: none"> • 5 GCSE's including Maths and English at 4 – 9 or equivalent. • Full UK Driver's License
Experience	<ul style="list-style-type: none"> • High level of competency in IT including ICT business skills (email, Microsoft Office.) • Experience of using PC's and common desktop application software
Knowledge	<ul style="list-style-type: none"> • Ability to monitor and evaluate information • IT related qualifications and/or background would be an advantage
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to work within a team environment • Good organisational skills and the ability to prioritise in a busy office environment • Ability to work under pressure and meet deadlines • Ability to work independently and as part of a team • Willingness to take responsibility • Able to prioritise workload effectively to meet deadlines • Able to maintain confidentiality
Personal Qualities	<ul style="list-style-type: none"> • Excellent time management and organisational skills • Adaptable and flexible approach • A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines • Ability to build, support, motivate and work as part of a high performing team • Able to use own initiative and enjoy attention to detail • Open, honest, and trustworthy • A supportive and co-operative team member with a flexible approach