

PERSON SPECIFICATION

HEAVY MOTOR VEHICLE SERVICE AND MAINTENANCE APPRENTICE

| | Additional/changed requirements | E/D | Measure |
|-----------------------------------|--|------------|----------------|
| Personal Skills | Ability to work within a team | E | 1,3 |
| Personal Skills | Ability to work using own initiative and able to follow management instructions | E | 1,3 |
| Personal Skills | Good time management and ability to prioritise. | E | 1,2,3 |
| Personal Skills | Attention to detail | E | 1,2,3 |
| Experience | Ability to deal with internal and external customers via telephone, email or face to face. | E | 1,3 |
| Experience | Previous administrative experience | D | 1,2 |
| Experience | Previous vehicle maintenance experience | D | 1,3 |
| Attainments/Qualifications | GCSE English and Maths (A-C/9-4) or equivalent | E | 1 |
| Attainments/Qualifications | Driving Licence | D | 1 |
| Knowledge | IT Literate (eg word processing, email, databases, spreadsheets). | E | 1,2,3 |
| Special Requirements | Be physically able to carry out manual required tasks | E | 1,3 |
| Special Requirements | Must have a genuine interest in vehicle maintenance | E | 1,3 |
| Special Requirements | Be prepared and competent to follow the designated apprenticeship training | E | 1,3 |

Car Allowance:

This post does not carry a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]