

PERSON SPECIFICATION

HOUSING SERVICES APPRENTICE – H56

	Additional/changed requirements	E/D	Measure
Personal Skills	<ul style="list-style-type: none"> • Ability to work within a team • Ability to work unsupervised using own initiative. • Good time management and ability to prioritise. • Ability to handle matters sensitively and confidentially. • Ability to keep clear and concise and concise records with attention to detail • Good Communication skills and the ability to communicate well with a variety of audiences 	E E E E E E	1,3 1,3 1,3 1,3 1,3 1,3
Experience	<ul style="list-style-type: none"> • Experience of working in an office or similar environment 	D	1,3
Attainments/Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths (A-C) or equivalent 	E	1
Knowledge	<ul style="list-style-type: none"> • Able to use Microsoft office packages, including databases, spreadsheets, email, internet, and intranet. • Good knowledge of using email and internet for communication and research 	E E	1,2,3 1,3
Special Requirements	N/A		
Car Allowance	This post does not carry a designated car user status.		

Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:			___/___/___
Person specification agreed by			___/___/___

Date of issue:

Additional notes for JE/HR.
CH108.