

**Northern Education Trust**  
 Post: Data & Exams Apprentice  
**PERSON SPECIFICATION**

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	5 GCSE or equivalent at Grade C or above (inc English and Maths)	E	✓	
2.	Evidence of recent professional development	D	✓	
<b>EXPERIENCE</b>				
3.	Working knowledge of Microsoft Office Package	E	✓	✓
4.	Experience of working in an educational establishment	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
5.	Strong interpersonal and communication skills	E	✓	✓
6.	Effective level of organisational and record keeping skills	E	✓	✓
7.	Attention to detail and a high degree of accuracy	E	✓	✓
8.	Ability to demonstrate initiative and be self-motivated	E	✓	✓
9.	Supportive approach to others and an ability to relate well to colleagues and students	E	✓	✓
10.	Flexibility to adapt in an every changing environment	E	✓	✓
<b>PERSONAL QUALITIES</b>				
11.	Pleasant and friendly manner	E	✓	✓
12.	Polite and punctual	E	✓	✓
13.	Reliable	E	✓	✓
14.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.