

## IT Apprentice Person Specification

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