

HR Apprentice, Cambourne Village College

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills with GCSE passes in English and Maths or equivalent • Willingness to undertake any necessary training and induction programmes to support the role 	<ul style="list-style-type: none"> • Minimum 4 GCSE passes including English and Maths grade C (or equivalent) or above
Work Experience		<ul style="list-style-type: none"> • Working with and supporting adults and children • Experience of working in a busy office environment • Experience of working in a school or similar establishment • Experience of managing data and maintaining accurate records and filing systems
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to proficiently use office computer systems including the Microsoft Office packages • Ability to build and form good relationships with students and colleagues • Ability to work constructively as part of a team, understanding school roles and responsibilities • Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, students, other professionals, visitors and callers • Good standard of numeracy and literacy skills • Ability to absorb and understand a range of information 	

	<ul style="list-style-type: none"> • Ability to manage and deal with confidential data / issues appropriately 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure • Able to follow direction and work in collaboration with line manager and leadership team • Able to work flexibly to support others and respond to unplanned situations • Efficient and meticulous in organisation • Able to deal with confidential information as appropriate • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of Child Protection and Safeguarding • Recognition of the importance of personal responsibility for Health and Safety • Commitment to the ethos and aims of Cambourne Village College and its whole community 	
General	<ul style="list-style-type: none"> • Satisfactory DBS Enhanced Disclosure 	