



ST. JUST TOWN COUNCIL

BUSINESS ADMINISTRATOR APPRENTICE

Person Specification

Attributes	Importance (Essential or Desirable)	Assessment
Education – GCSE's including English and Maths	Essential	Application, References
Interpersonal skills – including customer care skills, a keenness to help others, a can-do attitude, communications skills, an ability to develop good working relationships ,tactful and discreet nature	Essential	Interview ,References
IT skills – Experience of using Microsoft Office , Word and Excel	Essential	Application
Ability to and interest in researching information using on-line and paper based sources	Essential	Interview
Knowledge and understanding of the work of local government	Desirable	Application, Interview