



# Person Specification

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St. Helens Council

Job Title: Apprentice

| <b>Knowledge</b>                                                                                        | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>  |
|---------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------|
| Understanding of the Department / Service that you have applied for                                     | Desirable                              | Application/Interview |
| Knowledge of St Helens Council                                                                          | Desirable                              | Application/Interview |
| <b>Skills and Abilities</b>                                                                             | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>  |
| Evidence of working as part of a Team                                                                   | Desirable                              | Application/Interview |
| Evidence of relevant out of school hobbies / activities                                                 | Desirable                              | Application/Interview |
| Organised approach to work                                                                              | Desirable                              | Application/Interview |
| Ability to communicate face to face                                                                     | Desirable                              | Application/Interview |
| Ability to understand basic calculations                                                                | Desirable                              | Application/Interview |
| Ability to follow instructions                                                                          | Desirable                              | Application/Interview |
| <b>Experience</b>                                                                                       | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>  |
| Willing to develop knowledge and experience in chosen area of apprenticeship                            | Essential                              | Application/Interview |
| Flexible approach to changing work tasks                                                                | Essential                              | Application/Interview |
| <b>Qualifications</b>                                                                                   | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>  |
| Evidence of being able to work at NVQ Level 2                                                           | Essential                              | Application/Interview |
| Evidence of being able to achieve Functional Skills (this will depend on GCSE Grades or prior learning) | Essential                              | Application/Interview |
| <b>Other Circumstances</b>                                                                              | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>  |



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|                                                                                                   |           |                       |
|---------------------------------------------------------------------------------------------------|-----------|-----------------------|
| Good Attendance Record (90%+)                                                                     | Desirable | Reference             |
| Able to perform all duties with reasonable adjustment                                             | Desirable | Application/Interview |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English | Desirable | Interview             |