

**Person Specification – Trainer/Assessor for Business Admin and/or Customer Service Apprenticeships**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Qualifications:** | | | |
| GCSE English and Maths grade 4 or above or equivalent | X |  | Application Form /Interview |
| Appropriate sector qualifications and experience. | X |  | Application Form /Interview |
| **Experience and Knowledge:** | | | |
| Have previous comparable experience within the Apprentice sector | X |  | Application Form /Interview |
| Excellent knowledge of Apprenticeships to include Standards and EPA | X |  | Application Form /Interview |
| Quality control and systems and procedures | X |  | Application Form /Interview |
| Excellent knowledge and experience of Work Based Learning, Apprenticeships | X |  | Application Form /Interview |
| Knowledge of funding streams | X |  | Application Form /Interview |
| Have good health and safety knowledge |  | X | Application Form /Interview |
| **Skills and Attributes:** | | | |
| Ability to engage, coach and mentor leaners | x |  | Application Form /Interview |
| Ability to inspire others and deliver innovation | X |  | Application Form /Interview |
| Well organised and can meet deadlines | X |  | Application Form /Interview |
| Ability to be a team player and work with wider Apprenticeship team. | X |  | Application Form /Interview |
| Have a positive attitude | X |  | Application Form /Interview |