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# EMPLOYEE

## SPECIFICATION

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| **Dept: Community & Wellbeing** | | **Section: Revenues & Benefits Shared Service** | |
| **Post No:**  **CORV04013** | **Designation: Apprentice Administration Assistant** | | **Grade: FLW £12.60 p/h** |

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| **Qualification:**  **(E)** GCSE grade 4 or above in English, Mathematics and at least two more  subjects. (or predicted grades) |
| **Knowledge/Skills/Abilities:**  **(E)** Numeracy and communication skills.  **(E)** Ability to work under pressure.  **(D)** Knowledge of the procedures for secure post opening.  **(D)** Knowledge of a Document Imaging System.  **(D)** Knowledge of the various Revenues services provided by the Council. |
| **Experience:**   1. Experience of working in a similar office environment.   **(D)** Experience of using a Document Imaging System.   1. Use of Revenues and Benefits software. |
| **Special Requirement:**  **(E)** To take personal responsibility for the quality of service provided, to contribute  towards the team’s objectives and support service improvements.  **(E)** Must always be smart and presentable in appearance. |
| NB E Essential  D Desirable  Date Produced: 29th January 2025 |