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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.
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| **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 |