

# Co-op Academy Swinton



Co-op Academy  
Swinton

Title	Grade
Administrative Assistant	Apprentice

## Note to Candidates:

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(\*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Be able to demonstrate levels of numeracy and literacy to A-C/9-4 or equivalent in Maths, English & ICT	A
2.	Good spoken and written communication skills	A & I
3.	Ability to show initiative and manage time effectively	A & I
4.	Good organisational skills	A & I
5.	Good telephone manner	A & I
6.	A desire to help and go the extra mile	A & I
7.	Can do attitude	A & I
8.	The ability to stay calm under pressure	A & I
9.	An ability to work with deadlines	A & I
10.	Positive approach to resolving issues	A & I

Completed by	Date
C. Robinson	16.1.19

**Method of assessment (\* M.O.A.)**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre