

**PERSON SPECIFICATION:** IT Apprentice

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| Qualities | **Essential** | Desirable |
| **Qualifications** |  | Four GCSEs including Maths and English at grade C or above. |
| **Experience** | Knowledge of good customer service. |  |
| **Knowledge** | Good knowledge of Microsoft Word, Excel and Outlook. | Ability to familiarise with different software packages easily. |
| **Skills** | Self motivated  Flexible  Team player  Good listener  Works well under pressure  Good communicator  Good time management  Enthusiastic  Commitment to Equal Opportunities | Able to work independently.  Desire to build on and enhance skills. |
| **Commitment** | To provide the best possible service to customers and tenants of the company.  A keen interest and desire to progress within IT & Digital. |  |
| **Special Conditions** | Willingness to work flexibly outside normal working hours if required. |  |