

# Example Person Specification

LONDON BOROUGH OF LEWISHAM APPRENTICESHIP SCHEME		
Person Specification		
<b>Equal Opportunities</b>	Awareness of and Commitment to Equal Opportunities	S
<b>Aptitude</b>	Able to work flexibly as part of a team, asking for & giving support as needed.	S
	Able to use initiative & learn to prioritise own workload	
	Enthusiasm for working with people from all walks of life	S
	Good communication skills	S
	Understand the need for confidentiality	
<b>Skills and Abilities</b>	Able to follow instructions & work to deadlines	S
	Ability to make people feel welcome and to listen and respond to their circumstances	
	Knowledge and experience of ICT including Word and Excel or similar, and willingness to develop knowledge of other packages.	S
	Knowledge/experience of general office work	
<b>Circumstances</b>	Must be a Lewisham resident	S
	Able to work occasional weekends and evenings	S
	Willing to study towards an appropriate Apprenticeship framework	
<b>Personal Qualities</b>	Undertake any other duties commensurate to the post as may be reasonable required.	
	Able to understand the importance of being punctual & the impact that sickness absence has on the effectiveness of the team	S

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It is used to draw up the advert and is also used in the shortlisting and interview process for each job.

Once a manager receives an application form they will compare the information an applicant has provided in their supporting statement against this criteria. This will form the basis of their decision as to whether an interview is offered.

Those categories marked 'S' are used specifically for the purpose of shortlisting - applicants need to pay particular attention to these points.

Example response: **Good Communication Skills**  
 I have good communication skills. When I completed work experience at the library there were often phone calls from customers who are not able to come to the library for health reasons or other commitments, I made sure I spoke politely and clearly asking and recording down important information in order to carry out the request.

Applicants must ensure they cover each of the criteria marked with an S and provide examples within their response, applications with generic statements I can do this, I can do that or even worse a list of 'buzz words' without evidence or examples will not score highly. Managers want applicants to demonstrate their competence and the skills they will bring to the role.

Generic Cover Letters and CV's are not acceptable