Person specification for the role of Business Administrator

Essential	Desirable
Up-to-date, relevant, and broad experience of working in the disciplines of the occupational industry area of the apprenticeship standard, including practical and current knowledge of working practices, infrastructure, tools and technologies to support: • **Considered knowledge** of organisation structure and processes of business administrator options at work • **Knowledge & experience** of health and safety in the workplace, • **Knowledge** of organisational structure and process, • **Experience** working in or managing administrative functions.	Experience of marking & grading assessments
Qualified to a minimum Level 3 in business related qualification	Experience of preparing for and communicating to a target audience
Hold Functional Skills at Level 2	Hold ideally a recognised Level 3 assessors award (TAQA), or be willing to complete this award
Hold a recognised IQA Assessors Award	
Relevant and up to date CPD record, showing industry continuous professional development, not just general development.	
Occupationally competent with current experience in the apprenticeship's discipline they intend to assess	
Essential knowledge and skills: ➢ An understanding of 'apprenticeship standards, with specific knowledge about the relevant industry area for the role ➢ Experience of producing clear, accurate and concise written reports, including remarks/enquiries about results ➢ Proficient IT skills ➢ Analytical, critical thinking skills ➢ Excellent interpersonal skills ➢ Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback to both learners, Assessors and delivery staff. ➢ Organisational skills and the ability to prioritise effectively. ➢ Ability to work independently.	

Flexibility to travel across UK	
Driving license	