



**Level 2/3 Business & Administration Intermediate/Advanced Apprenticeship
5 days (37 hours) per week , term time only, including 1 day at Shipley College**

Key: A = assessed at application I = assessed at interview T = assessed through selection processes

Requirement	Attributes and how demonstrated	
<p>Developing Self and Working with Others - Qualifications and Training To be collaborative in approach when working in a range of contexts and groups. The breadth of involvement includes our pupils, staff, governors, parents/carers and members of the community. Our aim is to build a professional learning environment that enables others to achieve. In addition there has to be a clear willingness to learn from others.</p>	<p>Essential</p> <ul style="list-style-type: none"> • 4/5 GCSE's at grade A-C (including English and Maths at grade C. (A) • Willingness to participate in development and training opportunities. (I) • Good standard of ICT skills. (A,I) 	<p>Desirable</p> <ul style="list-style-type: none"> • Qualifications relating to Administration. (A,I) • Qualifications relating to ICT. (A,I)
<p>Shaping the Future - Experience It is critical to have the skill and ability necessary to work with a range of teams when developing a shared, strategic vision and Faculty Development Plan which inspires and motivates pupils, staff and other members of the school community; leading to increased levels of attainment, achievement and progress.</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working closely with young people, (eg voluntary organisation, work experience or parental caring responsibility). (A,T) • Experience of working on own initiative and contributing to systems and procedures. (A,I,T) 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a team situation. (A,I)
<p>Special Knowledge - Learning and Teaching To make significant contribution to the provision of effective learning and teaching. The Apprentice should have high expectations and be able to inspire our pupils to become effective, enthusiastic, independent learners who achieve their full potential.</p>	<p>Essential</p> <ul style="list-style-type: none"> • An understanding of the needs of children in a multi-cultural society. (I,T) 	<p>Desirable</p>
<p>Practical and Intellectual Skills To make a significant contribution to the effective organisation of the LRC and to seek ways of improving organisational structures and functions. To fully support the LRC Manager to ensure that the people and resources within the LRC are organised and managed to provide an</p>	<p>Essential</p> <ul style="list-style-type: none"> • Able to understand and carry out instructions. (I,T) • Able to keep appropriate records. (A,T) • Able to use initiative within school policies and practices. (A,T) • Good standard of written and spoken English. (A,T) 	<p>Desirable</p>



Requirement	Attributes and how demonstrated	
efficient, effective and safe learning environment.	<ul style="list-style-type: none">• Good numeracy skills. (A,T)• Calm and confident manner. (A,I)• Sense of humour. (A,I)• Respect for confidentiality. (A,I)	

Equal Rights

Titus Salt School is an equal rights employer. We require our Governors and staff to follow our equality policies and all statutory requirements concerning age, race, religion, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements. As an equal rights employer, Titus Salt School is committed to making any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.