

Person Specification Oncology & Haematology Apprentices

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
Qualifications	<ul style="list-style-type: none"> Minimum of 4 GCSEs or equivalent A* - C (9 – 4) (including Maths and English Language or equivalent). Must meet minimum requirements as set by the training provider to access the Apprentice programme. Eligible to undertake the Apprenticeship - must not have a qualification in the same vocational area at the same or higher level. 	<ul style="list-style-type: none"> IT skills demonstrated through a formal qualification. 	<ul style="list-style-type: none"> Application form Certificates
Experience	<ul style="list-style-type: none"> No formal experience in a work environment in an employed capacity required. 	<ul style="list-style-type: none"> Work experience in a care environment. Customer service experience, dealing with people on the telephone and face to face. Experience of team working Attended a Prince's Trust 'Get into Hospital Services' programme 	<ul style="list-style-type: none"> Application form Interview
Knowledge	<ul style="list-style-type: none"> Basic working knowledge of Microsoft Word, Excel and Outlook. 	<ul style="list-style-type: none"> Microsoft packages e.g. Access and PowerPoint. 	<ul style="list-style-type: none"> Application form Interview

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Skills & Abilities	<ul style="list-style-type: none"> • Ability to work under supervision available and a willingness to seek advice when appropriate. • Able to carry out routine clerical tasks following instruction. • High level of accuracy and attention to detail. • An effective team player. • Flexible with ability to prioritise and work to deadlines. • Ability or willingness to learn how to communicate effectively and sensitively with colleagues, members of the public and others from a variety of backgrounds. • Ability to understand the importance of confidentiality and to maintain confidentiality at all times as necessary. 	<ul style="list-style-type: none"> • Evidence of effectively working to deadlines. • Evidence of ability to complete tasks effectively. • Ability to work unsupervised for short periods. 	<ul style="list-style-type: none"> • Application form • Interview

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Other	<ul style="list-style-type: none"> • Willing to undertake and complete the Level 2 Customer Service Apprenticeship within 14 months. • Has been a UK resident for 3 or more years. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Meets the eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked funding document: 2223_Employer_Rules_Version_1_Final.pdf (publishing.service.gov.uk) • Flexible approach. • A professional and smart appearance • Willing to travel to other Trust sites to meet the requirements of the post if necessary. (travel expenses paid to cover cost) 		<ul style="list-style-type: none"> • Application form • Interview