

APEX HOUSING ASSOCIATION
EMPLOYEE SPECIFICATION

POSITION: Foyer Assistant

DATE COMPLETED: July 2024

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	5 GCSEs (Grades A-C) or equivalent, including English and Maths	Educated to A-level or equivalent in a business or administration discipline
RELEVANT EXPERIENCE	1 years administrative / clerical experience including I.T. office systems, email and spreadsheets. AND 1 years experience of supporting young people or vulnerable adults in a formal or residential setting OR Educated to A-level or equivalent in a business or administration discipline AND 1 years' experience of supporting young people or vulnerable adults in a formal or residential setting	3 years administrative / clerical experience AND 2 years experience of working in a Foyer, youth club or relevant service for young people
SPECIALIST KNOWLEDGE/ TRAINING	Previous experience dealing with confidential information Experience of using spreadsheet and database packages	Knowledge of benefit system Knowledge of training and education opportunities for young people.
PERSONAL SKILLS	Ability to work on own initiative and as part of a team. Good written and verbal communication skills. Good organisational skills	
DISPOSITION	Enthusiastic and self motivated Punctual, hardworking, flexible, dependable, honest, trustworthy, caring disposition Empathy with young people	
CIRCUMSTANCES	Flexible re: hours of work	