

**APEX HOUSING ASSOCIATION**  
**EMPLOYEE SPECIFICATION**

**POSITION:** Foyer Assistant

**DATE COMPLETED:** July 2025

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