

HIGHLANDS SCHOOL Apprentice Admin Assistant Person Specification

Essential	Good communication skills (written, oral and utilising I.T.)
	Ability to work independently, under minimum supervision, or as part of a team as required
	Willing to participate in training and professional development programmes appropriate to the needs of the post
	Ability to work under pressure with strict deadlines.
	Good organisational skills and ability to balance competing pressures, deadlines and demands
	Good sense of humour
	Excellent interpersonal skills
	Good time-management and prioritising skills
	Calm and friendly manner
Desirable	Knowledge of Sims
	Knowledge of Microsoft Word/Powerpoint/Mailmerge/Excel