



St George's Catholic Primary School

Person Specification of the Admin Apprentice

Essential	Desirable
• GCSE Maths and English both at grade 9 to 4 or A* to C or equivalent in these subjects • Good organisational ability with systematic and methodical approach • Good communication skills with an ability to communicate with a range of staff and pupils • Demonstrate tact, diplomacy, flexibility, patience and ability to maintain confidentiality • Demonstrate attention to detail • Sympathy with the schools religious nature	• Experience of working in a school environment • Knowledge of child protection and safeguarding policies • Ability to work on own initiative and under pressure • Good ICT Skills • Committed to personal development of own skills