



Person Specification – TSH Business Administration Apprentice

We are looking for someone who:

Has interest in and would be keen to:

- work in a school/educational setting
- Work within a team

Who will be able to:

- Update and maintain the TSH website and social media sites (training will be provided)
- Collate information for the TSH newsletter and liaise with all team members, and wider partners, to ensure all information is correct and up to date.
- Maintain Records
- Support the planning and organisation of TSH events.
- Update CRM records for all areas of TSH ensuring that key contacts are always correct.
- General administration support for all areas including answering the phone, emails, excel spreadsheets and mail merges.
- General administration including parent letters, emails and articles for the newsletter.
- Help to foster and enhance strong links with all our schools in and out of area, as well as the key strategic partnerships we are developing with Local Authorities, Maths and English Hubs etc.
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Attend meetings as and when required
- Undertake any other duties as specified by the TSH Director.

You will need to be:

- A strong communicator
- Excellent with customer relations
- Organised
- Enthusiastic
- Flexible
- Able to use your initiative

Principal: Mr Leon Lima

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