

# VTS ADMIN PROFILE

**Name:** Isobel Ward

**Role:** Administrator

**Joined VTS:** 2024



Isobel is the administrator for the following tutors:

- Yvonne Oliver
- Angela Dersley
- Jane Ling

## Experience:

Isobel began her career as a Level 3 Business Administration apprentice, before transitioning into full-time employment as a Receptionist and Admin Assistant at a large primary school in Dartford. Whilst making sure everything ran smoothly and managing pupil attendance, one of Isobel's highlights was organising whole school farm trips. This variety of tasks has helped Isobel to develop a broad set of skills in the education industry.

In addition to this, Isobel also completed a six-month internship at a wedding venue, bar and restaurant, where she provided administrative support and welcomed guests which further developed her communication and organisational skills.

## Personal Hobbies:

One of Isobel's personal hobbies is crocheting, which she absolutely adores after self-teaching during the COVID-19 lockdown, constantly creating new projects and experimenting with different patterns.

In addition to crocheting, Isobel loves to read on her new Kindle. She also has a passion for collecting crystals and has a growing collection. Crocheting, reading, and collecting crystals are Isobel's go-to pastimes, and she wouldn't change them for anything!