

Head's PA / Office Manager

Aureus School - Person Specification

Position: Head's PA / Office Manager	Essential	Desirable
Qualifications:		
Degree		Y
English and Maths to GCSE level or equivalent	Y	
Professional and Experience		
Experience of school administration functions	Y	
Experience of managing a small team		Y
Experience of working in a financial role	Y	
Experience of working as personal assistant		Y
Experience of working in an educational environment or charity sector		Y
Experience of working with a financial accounting system		Y
Knowledge and Skills		
Excellent numeracy skills	Y	
ICT skills – Use of Microsoft Excel, Word & Google Drive	Y	
ICT skills - Familiarity with Bromcom, PS Financials & Parent Pay		Y
Up-to-date knowledge of education funding or willingness to learn	Y	
Excellent administration skills	Y	
Able to work to manage a varied workload and work to deadlines	Y	
Ability to work under pressure and manage time effectively demonstrating the ability to prioritise important or time critical tasks	Y	
Willing to be responsible for your own professional development and to disseminate best practice to colleagues	Y	
Highly motivated, clear-thinking and principled	Y	
An excellent communicator being able to build successful relationships with all groups of students, staff, parents and professionals from outside of the school	Y	
Safeguarding		
We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.		