

JOB ADVERT FOR
PA TO PRINCIPAL / OFFICE MANAGER

- Job Title:** PA to Principal / Office Manager
- Salary:** SC4 £19,554 – 21,166 per annum
37 hours per week (Term Time Only + 5 training days)
- Location:** Oldbury Park Primary RSA Academy, Worcester
- Start date:** 4th January 2021 or as soon as possible thereafter.

Introduction:

Oldbury Park Primary RSA Academy is located in Worcester and is part of the Central RSA Academy Trust. We have an exciting opportunity for an enthusiastic PA to Principal/Office Manager to join our team. This permanent position is well suited to an experienced individual that is looking to work in a thriving and supportive workplace.

Objectives:

Based in the main school office, you will provide a comprehensive and confidential administrative and support service to the Principal and other members of the Senior Team as required as well as forming relationships with all other stakeholders including parents/carers of the children.

Responsibilities:

- Personal Assistant to Principal
- Administration of Personnel under guidance of Principal and Central HR team
- Management of Administration/Reception Team
- Management of SIMS

Requirements:

- Previous experience of working within a School setting is essential
- Knowledge of SIMS
- Excellent organisational skills and attention to detail
- Excellent communication skills

For full list of requirements, refer to the person specification and job description for this post.

Closing Date: Tuesday 8th December

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.