

## Marketing Officer

### Aureus School - Person Specification

Position: Admissions Officer	Essential	Desirable
<b>Qualifications:</b>		
GCSE / O' Level C grade or higher (or equivalent) in Maths and English	Y	
Evidence of continuous professional development		Y
<b>Professional and Experience:</b>		
Previous experience delivering successful marketing initiatives		Y
Working knowledge of using online content management systems (websites, social media platforms etc)	Y	
Experience working within marketing function		Y
Experience of working in an educational environment		Y
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues	Y	
<b>Knowledge &amp; Skills:</b>		
Knowledge of a variety of ICT systems including: Excel; Word; Publisher; a good working knowledge of mail merge; digital file formats	Y	
ICT skills - Familiarity with SIMS and Parentpay		Y
Highly organised to prioritise effectively		Y
Good administration skills		Y
Ability to work independently, demonstrating initiative		Y
Receptive to new ideas, approaches and challenges		Y
Able to work to deadlines, use own initiative and keep line manager appraised.		Y
Ability to work independently, demonstrating initiative		Y
<b>Safeguarding:</b>		
GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). As a Trust, we are happy to discuss flexible working opportunities. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		