

Administrator		
Job Description and Person Specification		
Position Details		
Position: Administrator	Department: Support Services Team	Reporting to: Head of Support Services
Salary: Minimum wage	Contract: 1 year contract fixed until Feb 2021	Hours per week: full time 8:45am to 5pm with paid lunch break. Flexible hours considered.
Overall Objective: To assist with the day to day administration of the organisation as part of the Support Services team		
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<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> To support the smooth running of the Business Administration Department within the organisation <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> Provide administrative duties including photo copying, typing, filing, sending and receiving electronic mail, answering the telephone, receive bookings for venue hire, process payments, ordering of stationery and resources, processing and distribution of monthly sales invoices. Liaise with external agencies where required Respond to routine correspondence and enquiries by telephone, face to face, e-mail and letter. Assisting with banking and petty cash transactions. Maintain learner registers. Establish systems to continuously improve our customer service offer. Meet and greet visitors and ensure that reception is run effectively and efficiently. Organise and book meetings/events and take a record of the minutes. 	<p><u>Essential</u></p> <ul style="list-style-type: none"> Excellent communication and interpersonal skills. High levels of personal integrity, confidentiality and care for learners. Experience with Microsoft Office applications & good keyboard skills. Demonstrate good planning and organisation skills. Work well within a team and on own initiative. Ability to co-ordinate and prioritise workload. Excellent timekeeping. Math, English and IT minimum grade C (or equivalent). Willing to operate under and adhere to our safeguarding policy. Experience in working in office environment. <p><u>Desirable</u></p> <ul style="list-style-type: none"> Willing to work flexibly to include occasional evenings and weekends as required. First Aid. Be interested in all aspects of working in a community or charitable setting. <p>This Role Requires an enhanced DBS</p>	

<ul style="list-style-type: none"> • Maintain manual and computerised records including data entry. • To comply with all MK Snap policies and procedures. • Be prepared to attend any training courses/events as deemed necessary by the Head of Support Services. • To ensure that all Health and Safety policies and procedures are carried out and adhered to. • Be willing to support and attend any events as required by SMT. • To participate in team and performance review meetings. • To develop, protect and enhance the MK SNAP brand. • To deputise where required and act as an outstanding ambassador for the organisation. • Perform other duties as required and considered relevant to the post and the objectives of the charity. 	
<p>Reference: Administrator</p>	<p>Closing Date: 7th Feb Interview Date: W/C 10th Feb</p>