

CAMBERWELL AFTER SCHOOL PROJECT

JOB DESCRIPTION/PERSON SPECIFICATION

Post Title:	Administrative Assistant
Fixed Term :	Six months
Location:	14 Badsworth Road, Camberwell, SE5 0JY
Responsible to:	Chief Executive Officer
Responsible for:	None (Non-managerial role)
Hours of work	Part Time (15 Hours per week, 2 days per week x 30 weeks)
Salary:	£6,525.00 per annum plus 3% Pension contribution

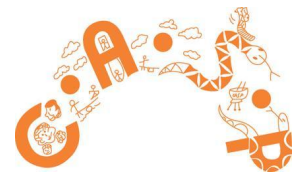
Job Purpose

The purpose of this post is to provide an effective administrative service for Camberwell After School Project (CASP)

Duties and Responsibilities

Administration of CASP services and premises

- Provide administrative support to the CEO and Board of Trustees
- Maintain an electronic office diary and record all appointments, including meetings, training etc.
- Attend staff and senior management meetings as minute taker.
- Manage the incoming/outgoing post and deal with routine correspondence.
- Respond tactfully and confidentially to enquiries parents, schools, and other agencies.
- Set up and maintain manual and computerised filing and information systems.
- Assist with answering the telephone and take messages in the absence of other staff.
- Maintain registers of children and their parents using CASP services.
- Work alongside service managers to collect and collate childcare data for monitoring and evaluation of services.
- Ensure displays, posters, information and other CASP literature are kept up to date.
- Maintain the reception area, keeping it tidy, replenish information and leaflet as necessary.
- Order supplies as and when required.
- Produce the termly newsletter.
- Work with the CEO and Finance Officer to produce the annual report.
- Ensure the website, social media and donor sites (e.g. Local Giving etc) are updated and maintained regularly
- Ensure marketing materials are kept up to date.
- Assist in promotional and fundraising events at CASP when required.



Staff administration

- Act as first point of contact for all employment queries from employees.
- Support the recruitment and employment processes.
- Maintain employee records.
- Ensure all DBS checks are current and up to date.

Additional duties

You may be asked to work an occasional evening or weekend for which additional payment or time off in lieu will be available.

Range of duties

The principal accountabilities are listed in this job description. In addition, you are required to perform at the appropriate level of responsibility, whether specifically contained in the job description or not, and is reasonable in all the circumstances having regard to exigencies of the service, your experience, abilities and aptitudes, and all other relevant matters.

In this context you may be required to transfer temporarily to another role or to undertake a range of other duties, at short notice and at any time as may be required due to the needs of the service.

The organisation reserves the right to restructure and reorganise itself in any way which it considers appropriate to meet the objectives of the business. This may result in changes to your job content and/or location and redeployment or redundancy.

STANDARDS OF CONDUCT

CASP always expects the highest standards of conduct from its employees. Staffs are expected to promote a high public profile and customer care image on behalf of the organisation. To carry out duties with integrity and in accordance with the code of conduct for employees.

Corporate image: always adopt and project a professional image.

Confidentiality: maintain absolute confidentiality regarding the organisation's information and procedures.

Operationally: to promote and comply with all CASP's employment policies and work to agreed quality assurance standards.

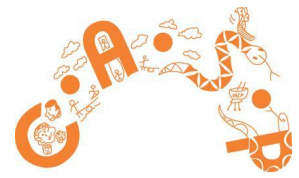
HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to the appropriate person.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the rehabilitation of offenders' act 1974.

An enhanced disclosure will be sought through the criminal records bureau as part of Camberwell After School Project (CASP) pre-employment checks.



SUPERVISION

The jobholder is managed by the Chief Executive Officer

****the duties and responsibilities listed above describe the post as it is present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**



PERSON SPECIFICATION

Experience	
Essential	
Experience of supporting a busy office environment	
Use of Microsoft Office including Excel	
Staff administration	
Safeguarding and dealing with confidential matters	
Ordering supplies and getting best value	
Use of social media and donor sites	
Desirable	
Working in a Children's Centre environment	
Knowledge and understanding of the voluntary sector	
Skills	
Excellent interpersonal and communication skills	
Organised and able meet tight deadlines	
Able to work under pressure and manage the workload	
Able to use own initiative	
Able to work as part of a team	
Minute taking	

Disclosure & Barring Service (DBS)

This post may have a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhance disclosure will be sought through the DBS as part of CASP's pre-employment checks. This post will also be required to complete a Disqualification by Association Declaration and a Suitability Declaration