



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: FLEXI ADMIN ASSISTANT

BASED: HOME-BASED WITH OCCASIONAL WORK IN CENTRES
IN THE LEWISHAM AREA

DEPARTMENT: BUSINESS DEVELOPMENT

RESPONSIBLE TO: SENIOR OPERATIONS MANAGER

JOB PURPOSE: To provide general administrative support for the Alliance across a range of services.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To provide general administrative support as directed by the line manager or Business Manager.
2. To carry out a range of administrative functions which includes but is not limited to:
 - support for bookings.
 - maintaining diary of events.
 - administrative support for the delivery of sessions.
 - maintaining spreadsheets to support service delivery tracking.
 - maintaining information about the Camelot Centre to support building maintenance and safe use of the building.
 - maintaining stock control procedures and placing orders.
 - co-ordinating resources for courses, including packing materials and posting out to parents or arranging for collection or delivery to other locations.
3. To hold keys for the Camelot Centre as required by the line manager, in order to be able to open and close the building if required to do so.
4. To prepare rooms in the Camelot Centre for occasional activities, events, training courses and meetings, including preparation of refreshments, and provision of required furniture, resources, IT equipment and paperwork.

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5. To have a commitment to working flexible hours to meet the needs of the service in a range of early years services when required, and ability to work at short notice if necessary.
6. To work in partnership with professional colleagues, both internal and external, to meet the needs of the children, families and service users.
7. To attend team meetings, training and other meetings as directed, and contribute to the charity's strategic and operational plan, local targets and the requirements of the relevant contracts.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. Proven experience of working in an administrative role, where multi-tasking is required.
2. To possess good numeracy skills and written communication skills, with excellent attention to detail.
3. To demonstrate excellent and proven ability to use Microsoft Excel, Publisher and Word, databases and the internet and emails confidently and effectively.
4. To demonstrate the ability to be organised, methodical and able to work independently on own initiative with minimal supervision.
5. To be able to produce short reports as required by senior managers.

Desirable Criteria:

1. Knowledge and/or experience of working with children and families.
2. Possession of a qualification in Customer Service.
3. Possession of a First Aid Certificate.

TERMS & CONDITIONS:

Grade: SPOT

Hourly rate: £11.63 per hour

Hours: as required

Allowances: London Weighting at £1.24 per hour

Annual Leave: £1.55 per hour (28 days inclusive of 8 bank holidays pro rata)

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: