

**Role: Office Administrator**  
**Barnsley Business Village, Innovation Way, Barnsley, S75 1JL**  
**20 hours per week, term time only**  
**£8.50 per hour**

**Job Purpose**

To maintain office operations supporting Directors and other team members in their delivery of courses and holiday clubs.

**Job Responsibilities**

General office administration including; maintaining office supplies, filing, printing, updating mileage records, answering calls and emails, sending and collecting post, greeting visitors, diary management, petty cash upkeep, making and updating course and holiday club resources, updating social media accounts and assisting with brand development including planning of social media content strategy, managing holiday club bookings and parent contact, updating records, reviewing and reporting on data, preparing documents for meetings, collating course photographs and feedback, liaising with schools, contracts and invoicing, maintaining financial records including receipt management and assisting with bookkeeping, compiling regular newsletters and assisting in future content planning, maintaining mailing list and ensuring compliance with GDPR, making invoice payments, uploading minor website updates, assisting in any research projects, maintaining t-shirt and other merchandise stocks, pro-active office administration as well as general office organisation including making tea/coffee, tidying and washing up. Reporting to Directors on all aspects of the role.

**Skills and Qualifications**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1 year+ experience in a responsible position within an office environment</li> <li><input type="checkbox"/> Ability to multi-task effectively and perform job responsibilities above to excellent standard</li> <li><input type="checkbox"/> Previous experience in a role involving personal responsibility for key administrative tasks</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervisory experience</li> <li><input type="checkbox"/> Experience in the organisation of events or conferences</li> <li><input type="checkbox"/> Experience of working towards key performance targets</li> <li><input type="checkbox"/> Experience of reporting back to Directors or teams</li> </ul>
Special knowledge	<ul style="list-style-type: none"> <li><input type="checkbox"/> Good understanding of needs of a small office environment</li> <li><input type="checkbox"/> Ability to be pro-active and anticipate likely future needs</li> <li><input type="checkbox"/> Good telephone skills, verbal communication skills, written communication and good understanding of Microsoft Office (Word, Excel, Powerpoint)</li> </ul>	

Criteria	Essential	Desirable
	<input type="checkbox"/> Experience using social media including maintaining Facebook/Twitter accounts	
Qualifications	<input type="checkbox"/> 5 GCSEs (or equivalent) including English and Mathematics Grade C or above	<input type="checkbox"/> Business Administration qualifications
Disposition/Attitude	<input type="checkbox"/> Confident, friendly and energetic with good communication skills <input type="checkbox"/> Ability to form good working relationships <input type="checkbox"/> Ability to motivate self and others and work alone or as part of a team <input type="checkbox"/> Ability to manage others including volunteers <input type="checkbox"/> Excellent time management <input type="checkbox"/> Patience and empathy <input type="checkbox"/> Passion for female participation in PE, sport and physical activity <input type="checkbox"/> Enthusiasm and attention to detail	
Practical and intellectual skills	<input type="checkbox"/> Good verbal, written and presentation skills <input type="checkbox"/> Computer awareness and IT literacy	