



Job Title	Office Admin Assistant
Responsible To	Senior Management Team
Salary	£20-£25k
Hours	Monday – Friday 9am to 5pm 37.5 hours per week

Job Summary

The Office Admin Assistant will be responsible delivering high quality administration support across the charities core services.

Job Description

- To support the Head of Finance with any admin related tasks and be involved in the entry of data and bookkeeping tasks.
- To issue communications with parents including booking forms, confirmations of sessions, newsletters and invoices.
- To be the first point of contact for enquiries through email, call and in person responding in a timely and professional manner
- To complete updates to paperwork for the young people that attend any of the Unique Kidz services working closely with each team who will provide the updates required
- To be responsible for coordinating and booking any training required for staff as directed by the service managers
- To complete general admin duties across the charity

Other

- To implement the charity's Policies and Procedures at all times including the Safeguarding Policy
- Such other duties or responsibilities as may reasonably be required

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

Person Specification: Office Admin Assistant

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English A-C 	<ul style="list-style-type: none"> Business administration qualification or equivalent (NVQ and above) 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> Proven experience as an Administrative Assistant, Virtual Assistant or Office Administration Assistant Experience of working in an office environment Knowledge of office management systems and procedures Proven ability to prioritise workload and meet deadlines Experience of providing excellent customer service Ability to maintain confidentiality and adhere to data protection 	<ul style="list-style-type: none"> Experience of working with parents, carers and external professionals and agencies Knowledge of the local and wider community Good knowledge of the needs of people with a disability Experience of bookkeeping or financial administration Experience of using finance software Understanding of safeguarding 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> Excellent communication, interpersonal and writing skills Excellent customer service skills Excellent time management skills and the ability to prioritise work Excellent computer skills Proficiency in MS Office (MS Excel and MS Word, in particular) Ability to manage petty cash Ability to work autonomously 		Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> Friendly, positive and professional manner Enthusiasm Team player Flexibility 		Interview
Other	<ul style="list-style-type: none"> Evident passion for the charity and its services 	<ul style="list-style-type: none"> Knowledge of Unique Kidz and Co and the services it provides 	Interview