

Job Title: Administrator (part-time, fixed term for 1 year)

We need someone who is flexible, will join in to get things done wherever needed and is approachable, personable and helpful.

We are looking for someone who can lighten the load on current staff members. Duties fall into 4 main areas:

- Education Programme
 - Help Anjali with admin of schools programme, for example responding to enquiries, keeping contacts database up to date etc.
- Events
 - Respond to enquiries
 - Order supplies
 - Arrange staffing cover for evening events
 - Manage day time events (with help)
 - Improve administration of events (costings, timings etc).
- Accounts
 - Scan and send purchase invoices to bookkeeper and file
 - Raise sales invoices
 - Process cash payments
 - Process expense claims
 - Chase payment of outstanding sales invoices
- Front of House
 - Cover reception when needed
 - Answer the phones

The amount of time spent on each area will vary from week to week. Training will be provided where needed.

Remuneration: £8.65 per hour.

Hours of work: 21 per week.