



LETCHWORTH EDUCATIONAL SETTLEMENT
229 Nevells Road, Letchworth Garden City, SG6 4UB
Registered Charity No 311085

JOB DESCRIPTION

Job title	Administrative Assistant, Letchworth Educational Settlement
Main purposes of job	<ul style="list-style-type: none"> ▪ Deliver a full range of administration, customer service and classroom and studio set-up and break-down ▪ Provide administrative and operational support to the Manager and Assistant Manager
Key tasks	
1. Logistics and administration	<ul style="list-style-type: none"> ▪ Data input and maintenance of Settlement database including updating records accurately and in a timely manner ▪ Membership administration ▪ Arts and Crafts course and workshop administration ▪ Room set-up and break-down as required ▪ Posting tutor fee invoices and non-property related invoices to SAGE ▪ Setting up payments on CAF bank ▪ Cash management and banking ▪ Dealing with telephone, email and in-person enquires from tutors, hirers, learners and other users ▪ Processing registrations for activities and liaising with learners ▪ Additional administration duties, within reason, as required ▪ Covering other members of staff, if required (within reason) ▪ General assistance to the Manager
2. Security and access	<ul style="list-style-type: none"> ▪ Arranging, or carrying out, of the opening and/or the locking of the main building, art block and hall as necessary at the beginning and end of the normal working day, if required ▪ Office presence on one selected short-shift weekday evening
Key results/objectives	<ul style="list-style-type: none"> ▪ Maintain efficient office and administrative operations ▪ Deliver high quality communication and customer service ▪ Provide effective team support
Reporting to	The Manager
Working hours	19 hours per week on a rota basis, term time only (42 weeks per year, including Easter and Summer Schools)
Salary	<ul style="list-style-type: none"> ▪ £13.00 per hour ▪ £11,757 per annum