



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

Meet, Learn, Create!

The Settlement is a 100 year old organisation based in the middle of the world's first Garden City. You will work in a unique Grade II listed building, the old Skittles Inn, built in 1907, which has been a centre for adult education since 1920.

We are a registered charity, providing a wide range of courses, workshops and events to the local community. As we move into our second century, we are looking for a highly organised and proactive Administrative Assistant with the vision, skills and energy to help us deliver a bright future for the Settlement, and work at the very heart of our organisation.

This role is ideal for someone who enjoys supporting others, managing a varied workload, and keeping operations running smoothly.

What we are looking for in our Administrative Assistant:

- Strong organisational and time management skills
- Confident communicator with a friendly, professional manner
- Good working knowledge of Microsoft Office (Word, Excel, Outlook)
- Experience of using a database and/or accounting package
- Ability to prioritise tasks and work independently
- High attention to detail and accuracy
- Previous administrative experience is desirable but not essential

The full job description and application form are available on the Settlement's website or by contacting manager@lethworthsettlement.org.uk. Completed forms should be emailed to manager@lethworthsettlement.org.uk

Salary: £13.00 per hour/£11,757 per annum for a 19 hour week on a rota basis, term time only (42 weeks per year, including Easter and Summer Schools).

Closing date: Friday 24 April 2026.

Interviews will take place on Tuesday 5 May or Thursday 7 May 2026.

Start date: Monday 8 June 2026 or earlier, subject to negotiation.