



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Office Assistant (part-time)

JOB DESCRIPTION:

Status: The post is permanent subject to a six-month probationary period. The post is for 7.5 hours per week as follows: Monday 12 noon to 4pm and Thursday 9am to 12.30pm.

Reports To: The Manager of The Settlement

Job Summary: The office assistant will work with The Settlement Manager, the small team of staff and the Management Committee to provide a friendly and efficient service to our members, tutors and other users.

Key Job Tasks

- Manning the Office during agreed regular working hours and in liaison with the manager covering absence of the Manager and occasionally other staff.
- Student course enrolments.
- Receipt of payments.
- Maintenance of financial records (day books and receipts).
- Daily room checks and preparation for classes (includes setting up computer equipment and moving tables and chairs)
- Dealing with telephone enquiries and messages.
- Office support for fund raising and member events.
- Banking of cheques and monies.
- Attend to member/student welfare.
- Generally keeping an eye on The Settlement buildings and reporting to the Manager anything that needs maintenance.
- Be aware of Health & Safety on site and reporting anything that needs attention.
- From time to time carry out any other duties as requested by the Manager.

PERSON SPECIFICATION:

Attributes	Essential	Desirable
Qualifications and Membership	English and Maths at least to a good GCSE or 'O' level	A levels
Skills and Abilities	Good level of numeracy Good level of computer literacy Effective time management and ability to meet deadlines Physically able to move tables and chairs	
Knowledge		The ethos and history of The Settlement
Personal Qualities	Organised with attention to detail Able to work with minimum supervision Able to work as part of a small team Helpful, pleasant manner with people Able to cope with interruptions and 'busy' periods	
Additional information	Work flexibly - occasionally outside the normal working day and at weekends	