

Administrator, Social Impact

Job Description

Job title:	Administrator, Social Impact
Department:	Inclusion Education, Inclusion College
Salary:	£23,000-£25,000 dependent on experience. Full time, 37.5 hours per week
Reporting to:	Head of Strategy & Development Implementation
Work Location:	Belvedere House, Basing View, Basingstoke

Inclusion Education has grown significantly over the past decade, closely aligning its vision to the needs of the young people it supports and developing educational provision that is effective and sustainable. As part of our growth we are creating our Social Impact Department – designed to grow the opportunities, networks and services of the charity. This administrator role will be supporting the team as well as several newly developed programmes, Inclusion EB8 (an extension of our college provision) which will become our work preparation and skills development hub to support our college leavers, and other neurodiverse young people in the community, into employment and our Suicide Prevention Programme.

Working closely with our Social Impact and EB8 team this new role will provide a seamless support in all thing's admin, for our newly formed Team. It will suit someone with a broad range of administration and project experience and a self-starter who can support with developing and administering new processes.

Responsibilities:

- Co-ordinate various roles and activities for staff for the different projects
- Be the first point of contact for students, parents, other community and business stakeholders and visitors arriving on site and handling telephone enquiries.
- Control access in line with safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes, and notifying them of safeguarding and safety procedures.
- Administer processing of all student applications for the services ensuring that data is accurately collected and systems/databases maintained in line with admissions criteria.
- Collating and handling confidential information.
- Data management and entry of student details, information and contact lists.
- Manage email correspondence from a range of audiences.
- Support communications with external stakeholders, organisations, and parents.
- Support in the production and collation of support packs.
- Calendar and diary management for range of staff within the team
- Maintain and keep an accurate filing system.
- Support with general photocopying, printing, stationary and miscellaneous supplies ordering including stock taking, and handling receipt and distribution of deliveries.
- Maintaining operations of photocopier, printer to ensure ready to use at all times
- Assisting the delivery team in ad hoc administrative tasks as required.
- Oversee introductory meetings and visits for students.

Person specification

Skills, Experience & Qualification Requirements
GCSE Maths and English grade C minimum, with high level competency in English.
Excellent IT skills and preferably knowledge and experience of Microsoft SharePoint
Have excellent interpersonal skills and be able to interact with a wide range of learners, parents and visitors to the college, both in person and on the telephone, providing a friendly welcome
Strong organisational skills to manage workload effectively coupled with the ability to multi-task.
Be flexible to be able to cope with conflicting demands, deadlines, and interruptions
Understanding of working with vulnerable young people and the importance of safeguarding, confidentiality and GDPR
Ability to complete tasks with an eye for detail.

This job description is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and employees of Inclusion Education may be asked to perform tasks and be given responsibilities not detailed on a job description.

Diversity Statement

Inclusion Education recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Organisation. We therefore aim to provide a service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement & Responsibilities

Inclusion Education is committed to the safeguarding and welfare of young people and expects all employees, volunteers and third parties to share this commitment.

- The successful applicant is responsible for ensuring that all Inclusion Education's child protection and safeguarding policies are adhered to, and concerns are raised in accordance with these policies.
- This post is subject to an Enhanced DBS check, and safer recruitment pre-employment background checks (including overseas checks if applicable) prior to confirmation of appointment.

To apply:

Please email your CV and covering letter to hr@inclusioneducation.org.uk specifying the job title of the role you are applying for.

Closing date for applications is Friday 23rd February 2024.

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before the advertised application window. We therefore encourage you to apply at the earliest opportunity to avoid disappointment.