

OFFICE ADMINISTRATOR

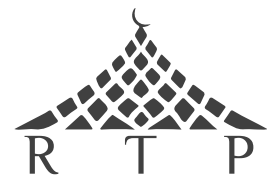
PURPOSE

The Office Administrator is responsible for managing and maintaining RTP's day-to-day administration and administrative tasks. This includes creating RTP general administration policies, processes, ensuring their implementation and maintaining records.

Reporting to	CEO
Responsible for	N/A
Role type	Full-time - fixed term 1 year contract (subject to review after 6 months probationary period for extension)
Salary	Dependent on experience
Interview date(s)	19th/20th/21st December

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Excellent verbal and written communications skills
- Ability to lead effectively, use initiative and work smoothly within a team
- Familiarity with organisational and administrative work
- At least 1-2 years experience in an administrative role
- Excellent interpersonal skills and managing workload & prioritising
- Self-motivated, organised, creative approach and ability to deliver on both high-level strategic and hands-on operational work



KEY RESPONSIBILITIES

- Manage and maintain RTP's administration and clerical duties, including office communications, letters, emails and documents
- Management of all legal/financial/IT administration, preserving office records and ensuring office manuals are regularly updated
- Develop health & safety procedures, safeguarding policy, DBS checks, including HR & GDPR policies. Ensure they are accurately communicated to members of staff
- Develop and communicate RTP governance policy to staff
- Conduct employee orientation with Head of Academy
- Plan in conjunction with the board, regular top-up training sessions for staff
- Ensure the welfare of staff is well-maintained
- Main point of contact for questions, queries and complaints, ensuring they are resolved at a timely and tactful manner
- Ensure the delegation of work between the members of staff is completed
- Collate self-evaluations from each team lead & present to board
- Managing diary of CEO
- Attending meetings, writing up minutes & agendas
- Flexibility in attending events on evenings & weekends when required
- Assist the Head of Development in applying to funding schemes
- Manage all invoicing and payments
- Filing annual accounts to Companies House and managing all other electronic/printed files