



Job Description

Job Title

- Office Administrator

Location

- Caldecotte Xperience

Position in the Organisation

- Reports To: Office Manager
- Working With: Caldecotte Xperience Team

Main Purpose and Scope of the Role

- To assist with the smooth running of the Caldecotte Xperience.
- To provide administrative and general day to day office support to the team at the Caldecotte Xperience.

Duties and Key Responsibilities

- To carry out general day to day administrative tasks for Caldecotte Xperience to include assisting with answering the phone, dealing with emails, collating and dispatching information, dealing with routine correspondence, filing and photocopying.
- To ensure that bookings are taken, recorded and managed using the centre's bespoke booking system.
- To take payments for programmes/bookings
- To maintain regular contact with centre users through mailings, emails etc. and ensuring that mailing lists are kept up to date.
- To liaise with all Instructors to confirm bookings and activities to be undertaken.
- To issue evaluation forms and collect data from evaluation forms.
- To provide on call cover during evenings and weekends as a Duty Manager as required
- To attend regular supervision and staff team meetings

General Responsibilities

- Support events and meetings when required.

- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by your Line Manager, CEO or Trustees.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.