



Office Administrator Job Description

Job summary:	Undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.
Line manager:	Business Manager
Responsible for:	Adhering to company standards and company policies and procedures
Working relationships:	Management and staff, including students and volunteers Schools and registering authorities.
Hours of work:	35 Hours per week over 5 days (weekdays only) Flexible start/finish times (8.00am-9am start - 3.30pm-4.30pm finish)
Salary:	£11per hour rising to £12 plus bonuses after 18 months

Active8 Minds are a sports and childcare company based in Emsworth. We are an SME business, founded in 2014 and employ 30 staff. As a result of a sustained period of growth and a restructure Active8 Minds are seeking a motivated and friendly office administrator to join their current team. Our industry is rewarding, fun and at times, fast-paced and going through a period of change and growth, we are looking for the right person to join us on that journey. The ideal candidate will have previous experience in administration roles, worked to deadlines and has a friendly and approachable personality.

Main duties include:

- Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Assist senior managers with daily organisational tasks
- Answering customer emails and updating the booking system as required
- Dealing with customer queries and feedback
- Update company policies where necessary.
- Meet with visitors, candidates and assist with general support

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> ● High attention to detail ● High quality professionalism ● Good interpersonal skills ● Good IT skills ● Good communication skills ● Able to work as part of a team ● Sound judgement and common sense ● Problem solver and ability to work to deadlines ● Sufficient understanding and use of English to ensure the well-being of the children* 	<ul style="list-style-type: none"> ● Experienced working in a family business and SME ● Worked a similar role for 2+ years ● Experienced working within a childcare setting ● Experienced in bid writing for grant applications

* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017