

Job Title	Education Support Worker
Salary and working hours	<p>£11.50 per hour (Rising with National Living Wage)  10 hours per week (over 2 days)  Working hours will be 9:00- 3:00pm Monday and Wednesday</p>
Duties to include (but are not limited to)	<p>The Education Support Worker provides administrative support to the education team. This is an office based role that will include delivering approximately 2 x 20 minute online lessons per month (at primary school level), supporting with marking learner work and providing feedback via email. You will also be tasked with administration of certificates, and posting them out to learners periodically. The Education Support Worker plays a vital role in ensuring the smooth and efficient operation of the Education side of the company.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>● Acts as the link between the Education and Office teams.</li> <li>● Provides administrative support to the Education department.</li> <li>● Marking learner work and providing feedback via email</li> <li>● Planning and delivering 2 lessons per month via the the company YouTube channel (training and support provided).</li> <li>● Administering and distributing certificates to learners</li> </ul> <p>Qualifications and Requirements:</p> <ul style="list-style-type: none"> <li>● GCSE's grades A-C or equivalent including English and Maths</li> <li>● Experience in an administrative role with strong IT skills</li> <li>● Strong organisation and time management skills</li> <li>● Excellent communication and interpersonal skills</li> <li>● Proficiency in Google Suite and cloud based software</li> </ul> <p>Preferred (but not essential):</p> <ul style="list-style-type: none"> <li>● A good sense of humour and willingness to take part in general fun, no matter how silly</li> <li>● Super organised and ability to work quickly and accurately under pressure</li> <li>● Good general IT skills</li> <li>● Education background</li> </ul>

	<p>Compensation and Benefits:</p> <ul style="list-style-type: none"> <li>● Work in a small business with a family culture and a great work atmosphere</li> <li>● Opportunity to work with a talented and experienced team</li> <li>● Chance to make a significant contribution to the company's success</li> </ul> <p>All employees are expected to show flexibility in their attitude towards work and a hands on approach as the company grows and evolves.</p>
<p>Working conditions</p>	<ul style="list-style-type: none"> <li>● Office based role initially 10 hours per week (potential to increase after initial probationary period)</li> <li>● An opportunity to gain experience with a forward thinking, innovative company</li> </ul> <p>If you are a talented and organised individual with strong administrative skills and a passion for working with editing and graphics manipulation, we encourage you to apply!</p>
<p>Holiday Entitlement</p>	<p>28 days pro rata after probationary period.</p> <p>Some of these days will be saved for bank holidays and company closure during the holiday period.</p>