

Job Title	Administrative Assistant
Salary	Negotiable depending on experience 20- 30 hours per week depending on skills/ availability
Duties to include (but are not limited to)	<p>The Administrative Assistant provides administrative support to the company and acts as the link between the Education and Workshop teams. This includes a variety of tasks such as helping with post, producing labels, and other assets for marketing purposes and artwork for a weekly newsletter.</p> <p>Supporting the education team by marking children’s work (online) and distributing certificates periodically will be an important part of the role. The Administrative Assistant plays a vital role in ensuring the smooth and efficient operation of the company.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> ● Acts as the link between the Education and Workshop teams. ● Provides administrative support to the company. ● Duties include: <ul style="list-style-type: none"> ○ Creating written instructions for our craft projects ○ Helping to prepare design files ready to cut in our workshop ○ Helping with post (Royal Mail business post) ○ Producing labels, and other assets for marketing purposes ○ Artwork for a weekly newsletter ○ Supporting the education team by marking children’s work (online) and distributing certificates periodically ● Plays a vital role in ensuring the smooth and efficient operation of the company. <p>Qualifications and Requirements:</p> <ul style="list-style-type: none"> ● GCSE’s grades A-C or equivalent including English and Maths ● Experience in an administrative role with strong IT skills ● Strong organisation and time management skills ● Excellent communication and interpersonal skills ● Proficiency in Google Suite and cloud based software <p>Preferred (but not essential):</p> <ul style="list-style-type: none"> ● Experience with Canva ● Understanding of Royal Mail Posting system ● Ability to create strong professional documents

	<ul style="list-style-type: none"> ● A good team player <p>Compensation and Benefits:</p> <ul style="list-style-type: none"> ● Competitive salary and benefits package ● Opportunity to work with a talented and experienced team ● Chance to make a significant contribution to the company's success <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>
Working conditions	<ul style="list-style-type: none"> ● Office based role 20-30 hours per week depending on availability and skills ● Use of the latest technology to work with ● An opportunity to gain experience with a forward thinking, innovative company <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>
Holiday Entitlement	<p>28 days pro rata (although this will not be the case with a term time contract as employees holidays will coincide with school holidays).</p>