



Job Description: Administrator
Salary: £competitive
Hours: Full time 40 hours
Responsible to: Director
Location: Bransford, WR6 5JE

Our aim is to provide a homely, caring environment individually tailored to a young person's needs, encouraging them to develop independence

Job Purpose

This job will provide admin support for all our central functions and manage and coordinate the reception teams activities along with financial admin as per below.

- Manage the Reception team
- Support all departments with admin requirements
- Support the Finance Manager with all aspects of accounting and payroll
- Be organised and thorough ensuring all the business needs are met in a timely and cost effective manner.

Main Responsibilities

- General admin
- Posting of invoices
- Minute taking
- Reporting IT issues to our support team
- Data input
- Financial audits
- Admin support for the management team
- Checking office supplies and ordering as appropriate
- Archiving



- Photocopying
- Any other admin as required

Experience and Skills

- We use Sage 50 Accounts so experience of this (or similar system) is beneficial
- AAT qualification (or studying towards) is not essential but beneficial
- Good knowledge of Microsoft packages, including Excel (these will be assessed at interview)

Our Place Schools is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation along with Employment checks

Our Place offers 28 days annual leave, including public holidays. Our Place operates a NEST pension scheme; most people will be eligible to enroll. If you don't opt out, you will be automatically enrolled. We offer childcare vouchers, plus additional benefits, which are being reviewed to ensure that we are a great place to work.