

Department:	Administration
Job Title:	Admin / Marketing Assistant (part-time)
Responsible to:	Director of the Centre
Responsible for:	Administrative duties / marketing of IT training provider services
Purpose of job: To be responsible directly to the Director of the Centre for the efficient operation of administration functions and contributing to the effective marketing of the IT provider training strand of the business.	
Responsibilities A Main Duties and Responsibilities (Accountabilities) - Undertake diverse range of secretarial and administration duties as directed by the Director of the Centre. These will include: - Generating monthly invoices for clients and following up any unpaid or late payments. - Managing bookkeeping activities - Providing student support administration, including record-keeping relating to enrolment, attendance and progression. - Maintaining HR records, ensuring their compliance with safeguarding legislation, and tracking staff training and development. - Supporting tutors with resources, including filing, ordering stock, finding resources and reprographics. - Communicating with parents and outside agencies and arranging meetings. - Maintaining and developing any relevant filing systems, archiving/destroying documents as necessary to ensure that the Centre's Data Policy is adhered to. - Developing an understanding of Success Tuition education packages, in order to be able to discuss this with existing or potential clients. - Establishing effective relationships with existing or potential clients of Success Tuition. - Contributing to the marketing and promotion of Success Tuition educational packages and services through a range of media and face-to-face or telephone contact. - Developing systems for capturing feedback on educational packages and services, to inform their development. B General - To adhere to policy and guidance on Data Protection, Information Governance and Safeguarding and Child Protection, reporting any safeguarding concerns to the Designated Child Protection Coordinator (Director of Centre). - To undertake training as required to support and develop understanding of curriculum, Data Protection, Safeguarding and Health and Safety. - To foster good relationships and ensure equality of opportunity across different groups, working to eliminate discrimination, harassment and victimisation based on race, age, disability, gender, sexual orientation or religious belief. - To deal professionally with colleagues and external partners as required. - To ensure the confidentiality and security of all the Centre's documentation and information. This job description sets out the key outcomes required. It does not specifically detail all the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Director of the Centre to reflect or anticipate changes in the job commensurate with the salary and job title.	

PERSON SPECIFICATION

POST TITLE: Admin / Marketing Assistant (part-time)

DATE:

Requirement	Essential	Desirable
Experience		
- Office administration experience - Sales / marketing experience	Y	Y
Education/Training/Qualifications		
GCSE English Language and Mathematics (Grade C / 5 or above)	Y	
Specialist Knowledge		
- Experience of using a range of IT packages such as Word, Excel, design software, and accounting software (QuickBooks) to a proficient level - Awareness of importance of Data Protection (GDPR) and confidentiality issues - Understanding of marketing and / or educational environment / setting	Y Y	Y
Skills and Abilities		
- Confident interpersonal and communication skills (verbal & written), with ability to initiate contact - Good literacy and numeracy skills - Ability to work well with other members of staff - Adaptable and flexible, with a “can do” attitude - Work efficiently and accurately, with excellent attention to detail - Willingness to learn and contribute effectively to the development of the Centre and its services - Ability to develop and maintain effective computerised and manual filing systems - Ability to work on own initiative and prioritise personal workload to meet deadlines	Y Y Y Y Y Y Y	
Qualities		
- Enthusiasm and commitment - Commitment to inclusion and equality - Well organised, flexible and adaptable - Proactive and able to work on own initiative - Active and confident communicator with the ability to interact with a broad community of learners and peers - Friendly and personable - Calm and positive attitude to a range of situations	Y Y Y Y Y Y Y	
Working arrangements and availability		
This position existed in a different format. However, there is potential for considerable flexibility regarding working hours, depending on the appointed candidate and the way the role develops. - Between 20 and 30 hours per week, with distribution of these agreed with successful candidate - Flexibility regarding holidays as Success Tuition is open throughout the year.	Y Y	

Success Tuition and Training Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a successful DB and reference.