



**JOB DESCRIPTION:
OFFICE ADMINISTRATOR - 25 hours / week (5 hours/day)**

SUMMARY OF ROLE

WTC is recruiting an Office Administrator to join our dynamic and creative team for 1 year maternity cover. The postholder will manage the administrative tasks of running the office, and provide administrative support to the academic and operational teams as well as supporting the Executive Team and Board members.

The successful candidate will be proactive and solution focused, with the ability to deal with a wide range of activities simultaneously and able to deal with challenges as they arise. Attention to detail and being able to drive projects from start to finish will also be important. A flair for social media and strong IT skills will be important, and there will be the opportunity for the Office Administrator to work with the Director of IT and be trained to take on more responsibility supporting him if they show the aptitude.

KEY ACCOUNTABILITIES

Key Activities	
Office Management	<ul style="list-style-type: none"> ● Maintain adequate Employer Liability Insurance ● Act as the main point of contact for the office Landlord ● Oversee management of office Health and Safety ● Manage all utility and maintenance contracts for the smooth running of the office ● Assist Director of IT with maintaining computers, printers and phone systems in the office ● Take charge of purchasing and ordering of office supplies (stationery, refreshments etc) ● Manage the timetastic HR system and staff arrangements for birthdays and celebrations
Executive Support	<ul style="list-style-type: none"> ● Support the Principal, Executive Team and Board members with: <ul style="list-style-type: none"> ○ Making travel arrangements, and overseeing faculty travel to Residentials ○ Booking appointments / setting up meetings ○ Submitting expenses claims ○ Supporting the Principal to capture her network of contacts
Support to Academic Team	<ul style="list-style-type: none"> ● Registry team: <ul style="list-style-type: none"> ○ Support with updating Moodle (virtual learning system) ○ Support with preparations for twice yearly Residentials (e.g. preparing student folders,etc.) ● Librarian <ul style="list-style-type: none"> ○ Support the Librarian with admin around ordering library books and overseeing their delivery to the Hubs ○ Liaise with any students who want to visit the office to access the Office Library ○ Scan and email pages of books that might be requested by students
Support to Operations Team	<ul style="list-style-type: none"> ● Operations <ul style="list-style-type: none"> ○ Be first point of contact for phone and email enquiries to the office ○ HR admin support

	<ul style="list-style-type: none"> ○ Design and send mailchimp communications to alumni and other partners ○ Subtitle learning resources for deaf students as necessary ○ General organisation and ad-hoc tasks ● Finance <ul style="list-style-type: none"> ○ Checking bank account when Finance Team members are not available ○ Setting up payments as requested ● Director of IT <ul style="list-style-type: none"> ○ Routine IT tasks in support of all staff members ○ Potential IT support for Hub nights ○ Admin associated with becoming and remaining fully GDPR compliant ● Events <ul style="list-style-type: none"> ○ Support to the Events Manager as requested ○ Support with Residential preparation
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Role Dimensions

Financial	Turnover: Approx. £825,000 Students: c.220 per year
Reports to	Chief Operating Officer

Internal and external relationships

Internal	CoO, Staff, Faculty, HDs, students
External	Board, Visitors, Office Management contacts, potential students

PERSONAL SPECIFICATION

Essential

<ul style="list-style-type: none"> ● Mature Christian ● Strong organisational / administrative skills ● Ability to plan and drive projects ensuring high quality results ● Solution oriented ● Proactive ● Ability to deal calmly with challenges when they arise ● Attention to detail ● Strong IT skills ● Ability to write communications well ● Heart for hospitality and to support students ● Team player ● Comfortable working in a fast developing context and evidence of creative and entrepreneurial abilities ● Agreement with WTC values ● Good sense of humour
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