**Job Application Pack**

**Administrative assistant**

Included in this pack:

* Job Description
* Application Form
* Equal Opportunities Monitoring Form

Please return completed application form, equal opportunities form and disclosure form and three files to Annaliese by email to [annaliese@sentalk.org](mailto:annaliese@sentalk.org)

**Closing Date for Applications: 1st June 2020**

**Interview Date:**  **15th June 2020**

**Further Information**

If you’d like to talk about this position in more detail, then please contact Annaliese directly.

Annaliese Boucher 020 7 223 1694

Chief Executive Officer Annaliese@sentalk.org

Sen Talk CIC www.sentalk.org

Katherine Low Settlement

108 Battersea High Street, London, SW11 3HP

*Sen Talk CIC is a company limited by guarantee no. 11087294*

**Administrative Assistant**

# Job Description

Job Title: **Administrative assistant**

Position: **Permanent**

Salary: **£19,000 per annum**

Hours: **35 hours per week**

Holidays: **25 days plus Bank Holidays**

Responsible to: **Director of Sen Talk CIC**

Location: **108 Battersea High Street, London SW11 3HP**

**Application Process**

Please return your completed application form, equal opportunities form and disclosure form in three separate files to [annaliese@sentalk.org](mailto:annaliese@sentalk.org) by **5pm on Friday 1st June 2020**. Interviews will be held on Monday **15th June 2020**.

**About Sen Talk CIC**

Sen Talk is a unique non-for profit organisation based in Battersea with aims to provide better outcomes for children with special educational needs. The organisation is dedicated to improving the emotional and social development of children with Autism Spectrum Conditions and Attention Deficit Disorders. The organisation sets out to challenge discrimination of children with disabilities and promote inclusion through its various projects and parental support programmes, as well as its vastly growing training and professional development offer.

**About this role**

We are looking for a friendly and experienced office administrator to join our small team to provide day to day administration support including assistance with financial reporting and social media. The successful candidate will take on the position working directly under the Chief Executive Officer to manage their diary and support with day to day operations.

**Key Objectives for this Role**

* Providing the team with daily logistical support within the office
* Co-ordinating and managing the CEO’s daily work diary
* Help manage the office and establish this role
* Data entry, monitoring and reporting when required
* Booking appointments for service users
* Arranging training days and events
* Organising and distributing resources
* Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents, e.g. for quarterly committee meeting
* Organising referrals between multi-agencies and service users
* Greeting visitors and directing them to the appropriate offices
* Some accountancy tasks to help with reporting (this is based in excel currently)
* Supporting the organisation to grow its social media presence

**Person Specification**

The following skills and experience are required for this post:

* The qualified candidate will have impeccable verbal and written communication skills
* Needs to be organized
* Ability to adapt, and take on new challenges
* Ability to multi-task and prioritize projects
* A friendly demeanour
* Strong IT skills - especially in Word and Excel
* Customer-service oriented
* Ability to complete complex administrative tasks with minimal supervision

**Essential criteria**

* The ideal candidate must have at least 1-year experience working within a customer facing role

|  |  |
| --- | --- |
| **Skills and Experience** | **Essential /**  **Desirable** |
| Experience of working with communities and/or children/young people and/or marginalised groups, particularly around education and learning, ensuring that clients’ needs are at the forefront of service planning and delivery | D |
| Excellent project management, planning and coordination experience, very competent in prioritising workloads, with strong organisational skills | E |
| Strong communication skills (verbal and written), with excellent written and spoken English. An ability to communicate with people from a wide range of backgrounds. | E |
| Knowledge and experience with regard to promoting and safeguarding the welfare of children you are responsible for or come into contact with. | E |
| Experience of monitoring and evaluating projects effectively and ensuring that they are consistently meeting needs | E |
| Excellent IT skills including MS Office suite and ability to use spreadsheets, databases, social media and email | E |
| Ability to work as part of a small team, listening to and valuing the contribution of all staff, service users and volunteers, whilst also working independently | E |
| Committed to Sen Talk’s mission, vision and values | E |
| Experience of using CRM or general database system | D |
| Knowledge of Battersea / Wandsworth | D |
| **Personal Qualities** |  |
| A hands-on, highly motivated individual with considerable drive, energy and a determination to succeed | E |
| Strong team player | E |
| Outstanding interpersonal and communication skills, specifically with young people and able to get on well with volunteers and families | E |
| Trustworthy, non-judgemental, caring and compassionate, proactive, self-motivated and hardworking | E |

* There is a 6-month probation period for this role.

Please return the application form to [Annaliese@sentalk.org](mailto:Annaliese@sentalk.org) no later than the deadline stated above.

**Application Form**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | | | | |
| *Name* |  | | | | | | | | | |
| *Address + Postcode* |  | | | | | | | | | |
| *Telephone* |  | | | | | | | | | |
| *Email* |  | | | | | | | | | |
| **Qualifications / Training / Education** | | | | | | | | | | |
| *Subject Studied* | *Qualification* | | *Awarding Body* | | *Name of College* | | | *Result* | | *Dates* |
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| **Work & Voluntary Experience** | | | | | | | | | | |
| *Employer* | | *Role* | *Main Responsibilities* | | | | *Dates* | | *Reason for Leaving* | |
|  | |  |  | | | |  | |  | |
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|  | |  |  | | | |  | |  | |
| **Why do you think you are suitable for the job as advertised?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **References (2 required)** | | | | | | | | | | |
| *Name* | | *Organisation* | | *Telephone* | | *Email* | | | | |
|  | |  | |  | |  | | | | |
|  | |  | |  | |  | | | | |

I confirm that the details above are correct and true

Signed…………………………………………………………………………………………………………………………………….

Printed Name…………………………………………………………………………………………………………………………

Date……………………………………………………………………………………………………………………………………….

**Sen Talk CIC’s Equal Opportunities Monitoring Form**

Sen Talk CIC want to make sure that it is an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. By completing this form, you are helping us improve our equal opportunities practice. We will separate this part of the form from the application form. It will not form part of the selection process. All information will be held confidentially.

Please tick the appropriate boxes:

1. **How would you describe your gender?**

Male □ Female □ Transgender □ Prefer not to say □

1. **What age group do you belong to?**

16-24 □ 25-34 □ 35-44 □ 45-54 □ 55-64 □ over 65 □

Prefer not to say □

1. **How would you describe your sexuality?**

Heterosexual/straight □ Gay man □ Gay woman/lesbian □

Bi-sexual □ Prefer not to say □

1. **Do you consider that you have a disability?**

Yes □ No □ Prefer not to say □

1. **Do you have a disability, as defined by the Disability Discrimination Act?**

Yes □ No □ Prefer not to say □ Don’t know □

1. **Do you consider that you have a long-term health problem?**

Yes □ No □ Prefer not to say □

1. **How would you describe your religion or belief?**

My religion or belief is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have no religion or belief □ Prefer not to say □

1. **How would you describe your nationality?**

Please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say □

1. **How would you describe your ethnic origin?**

Please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say □

**Thank You.**

**Sen Talk CIC’s Employment Self-Declaration and Disclosure Form**

|  |  |  |  |
| --- | --- | --- | --- |
| *Name:* | | | |
| *Address and postcode:* | | | |
| Have you ever been known to any Children’s and/or Adult Services department as being a risk or potential risk to children and/or vulnerable adults? | | | YES / NO  *(if Yes, please provide further information below)*: |
|  | | | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or vulnerable adults? | | | YES / NO  *(if Yes, please provide further information below):* |
|  | | | |
| Confirmation of Declaration *(tick box below)* | | | |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation’s attention. | | |
|  | In accordance with Sen Talk’s procedures, if required, I agree to undertake a DBS check and/or provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | | |
|  | I agree to inform Sen Talk within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or vulnerable adults. | | |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by Sen Talk to other persons or organisations in circumstances where this is considered necessary to safeguard other children and/or vulnerable adults. | | |
| **Signature:** | |  | |
| **Print name:** | |  | |
| **Date:** | |  | |

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.