

VACANCY

Action Tutoring Office Manager

Job Title	Office Manager
Line Manager	Chief Executive Officer
Location	15 th Floor, Tower Building, 11 York Road, London, SE1 7NX. Travel may be required for the completion of your duties, for which expenses will be paid.
Salary:	£22,000 - £25,000 depending on experience, pro rata.
Contract and Hours	Permanent contract, subject to successful 3-month probation period. Full time, 37.5 hours per week. For the right candidate we would consider 30 hours a week spread across 5 days.
Benefits	25 days holiday per year plus bank holidays. Please note that due to the nature of our work with schools it may not always be possible to take holiday during term time. Contribution to pension scheme following 12 months service.
Start Date	Late June/ early July 2017
Application	Please submit a CV and cover letter, stating clearly why you would like to work for Action Tutoring and how you meet the person specification. Please send to: jobs@actiontutoring.org.uk
Closing deadline and interviews	Closing deadline: Friday 28 th April, 5pm. Interviews Monday 8 th May.
Further Information	Please visit www.actiontutoring.org.uk Or email: jobs@actiontutoring.org.uk
DBS Requirement	All Action Tutoring staff must have a DBS check. Should you be aware of any incidents, cautions or convictions that would appear on your DBS check, you should notify us with your application.

About Action Tutoring:

Action Tutoring is a national education charity, which provides tutoring to pupils from less-advantaged backgrounds in London, Birmingham, Sheffield, Liverpool, Bristol and Brighton. We support young people facing socio-economic disadvantage to achieve a meaningful level of academic attainment, with a view to enabling them to go on to further education, employment or training. We do this by partnering high quality volunteer tutors with pupils to increase their subject knowledge, confidence and study skills, and work with pupils in both Primary and Secondary schools. We have grown rapidly over the last few years since our inception in 2011 and have ambitious plans for developing our programmes in the future.

Our Values

As an organisation we are committed to the following core values:

- High standards – we strive for excellence in all we do.
- Reflective – we are continually learning and improving.
- Aspirational – we encourage the potential of everyone we work with.
- Collaborative – we work in partnership with others to achieve our goals.
- Integrity – we underpin our work with transparency and honesty.
- Evidence based – we are committed to measurable social impact.

About the Opportunity:

We are looking for a high-calibre candidate to join our growing organisation as Office Manager. The successful candidate will take responsibility for the general office administration and operations, and provide support to senior members of the team. You will be responsible for a number of key areas including: HR, finance support, diary and travel management, supporting the board and being the first port of call for enquiries. This is a varied role, with opportunities to contribute to, and learn about, a wide range of areas of the organisation.

The role requires a responsible and highly organised person, with some prior administrative experience. A genuine interest in the charity sector and/ or education is vital.

Comprehensive induction and training will be provided. Action Tutoring is committed to providing development opportunities for its staff, and as a growing charity there are plenty of opportunities to take on new areas of responsibility.

Duties and Responsibilities

- Support the CEO and management team with diary management, appointments and visits including arranging room bookings and organising travel as required.
- Arrange travel and accommodation for regional staff members as required.
- Provide HR assistance across the organisation including support arranging interviews, inducting new staff, keeping staff records up to date and arranging staff events, for example the Christmas party and team days.
- Assist with financial administration including paying invoices, issuing invoices to partner schools and monitoring and chasing payments; preparing monthly finance paperwork for processing by an external bookkeeper.
- Be the first port of call to welcome visitors, screen and direct phone calls, respond to general email enquiries and forward as appropriate.
- Support with administration for DBS checks, including processing when required and updating volunteer records.
- Provide secretarial support to the meetings of the Trustee board, including arranging meeting dates, taking and preparing minutes and preparing reports when required.
- Manage office equipment, resources and stationary for the whole team, including ensuring sufficient supplies of tutor resources and marketing materials at all times.
- Manage the stock room and office area, ensuring they remain tidy and presentable at all times.
- Assist with the management of all required company policies and insurances, working with the CEO to ensure the organisation adheres to data protection, health and safety and other work place legislation.
- Occasional support for Programme Coordinators when required, for example making phone calls to prospective volunteers, or attending volunteer recruitment events.
- Occasional support for the CEO with funding research and drafting funding applications.
- Any other duties deemed reasonable by the Chief Executive Officer.

Person Specification

ESSENTIAL:

- **Prior experience** carrying out a range of **administrative tasks with attention to detail and accuracy to a high standard.**
- **Highly organised and methodical, able to multi-task and prioritise** and complete all activities to a high standard; excellent **time management** skills.
- Able to **work independently and use initiative** in a range of situations; **forward thinking** and can react to circumstances.
- Strong **written and numerical skills** and **strong communication and people skills.**
- **High computer literacy**; familiar with Microsoft Word, Excel, Powerpoint and have experience using databases.
- **Supportive**, works well with colleagues to enable them to do their best.
- **Open to new ideas, able to suggest improvements and takes ownership.** Action Tutoring is a small organisation and values the creative input of all staff members to innovate and drive improvements.
- **Adaptable and open to learning.** Action Tutoring is a relatively young organisation and is constantly changing. You will need to be willing to adapt and to grow and develop with the organisation.
- **A*-C in maths and English** at GCSE or equivalent.

DESIRABLE:

- Experience of HR and/or financial administration.
- Experience working in the charity sector.
- Degree educated.