

Barking and Dagenham School Improvement Partnership (BDSIP)

Education Services Administrator

Job description and person specification

Context and overview

A fantastic opportunity has arisen to join Barking and Dagenham School Improvement Partnership (BDSIP), a dynamic and growing social enterprise, in the role of Education Services Administrator.

You'll be working to support to a team of experienced educational professionals across BDSIP services including school improvement, inclusion, careers and work experience. We are looking for a friendly and helpful team member with high attention to detail, excellent written and verbal communication and strong organisational ability. The post-holder will also have a key role in facilitating BDSIP events including our CPD programme, which is utilised by hundreds of teachers from the borough and beyond.

This role offers excellent scope for personal development and growth, as well as the opportunity to drive forward BDSIP's mission to deliver consistently excellent services to schools and the best possible outcomes for young people in Barking and Dagenham. We are proud to offer truly flexible working and a supportive environment to develop and grow your career.

Key responsibilities will include:

- Overseeing all aspects of client liaison via telephone, email correspondence and BDSIP's website.
- Financial administration including processing cheques, purchase orders and invoices will be a significant element of the post holder's workload.
- Involvement in managing the CPD booking process for 100+ courses per annum including providing registers to presenters, managing registrant queries, booking venues, managing event evaluation forms and communicating with delegates.
- Supporting administrative aspects of key events and conferences organised by senior staff.
- Using Microsoft Office to ensure all course and publicity materials are produced to the highest standards and in accordance with BDSIP's brand.
- Involvement in updating the BDSIP website and social media pages and contributing content for communications to members and other internal and external communications.
- Provide administrative support in relation to the general work of BDSIP which may include filing, archiving, photocopying, collating, laminating, preparation with mailings, word processing, data entry, ordering refreshments and preparation of reports and other information.

Person specification

What we are looking for:

1. Administrative experience, or the willingness and ability to rapidly develop these skills, coupled with a high level of attention to detail.
2. A willingness to learn and to quickly develop the specific knowledge required for the role. For example, financial systems, educational terminology and event co-ordination.
3. Experience with finance systems, invoicing, purchase orders etc. would be advantageous.
4. Excellent organisational and time-management skills with the ability to prioritise and work on multiple projects simultaneously.
5. High level written and verbal communication skills and the ability to represent the BDSIP brand appropriately to all stakeholders.
6. Strong IT skills and experience using key MS Office programmes, particularly Word, Excel and PowerPoint. (Experience using social media and/or content management systems to manage online content in relation to BDSIP's training and events offer would be advantageous).
7. Self-confident with the strong interpersonal skills required to forge positive working relationships with colleagues and stakeholders.
8. Ability to work effectively both as part of a team, and independently with minimal supervision.
9. A passion for improving outcomes for children in Barking and Dagenham.

Salary: £22,600 – £28,000 dependent on skills and experience.

Job Type: Permanent, Full time

Location: Our offices are based in CU London in Dagenham, with some travel around Barking and Dagenham required.

Applications:

To apply for this post please complete the BDSIP application form provided along with this job advert.

Completed applications should be sent to info@bdsip.co.uk before **9am on Monday 17th May 2021**.

Timeline:

- Closing date for applications **9am on Monday 17th May 2021**.
- Shortlisted candidates will be contacted **on Tuesday 18th May 2021**.
- Interviews will be held on **Friday 21st May 2021**. so please keep this free in your calendar.

Start date:

ASAP - please specify in your covering letter your current notice period, if any.