

## **JOB TITLE: Chimney Farm Education Project Office Administrator**

**REPORTING TO: Director of Everyday Arts Ltd.**

### **PURPOSE OF THE ROLE:**

Chimney Farm needs an Office Administrator to organise the day to day running of the Chimney Farm Educational Project which takes place on 3 days per week at present but will extend further in September 2017. The role also requires the administrator to assist with tasks related to the retreat which is run at the weekends and in the holidays. This role requires a cheerful, calm and efficient member of staff to take responsibility for these important tasks.

### **MAIN DUTIES & RESPONSIBILITIES:**

This post is required to ensure the successful running of the education project and retreat which take place at the Chimney Farm Estate.

#### **Therapeutic Education Project**

This part of the post involves welcoming pupils and visitors in person and by phone, and keeping registers of all groups on site for legal, security, child protection and fire safety reasons.

It also requires the post holder to respond to issues as they happen during the school day. This includes any issues identified by the education and therapeutic team.

This role is responsible for all administration tasks involved in the project, including but not limited to:

- Liaising and organising transport for the pupils. i.e. taxis
- Contacting parents/carers if pupils do not attend.
- Keeping pupil folders up to date with relevant medical, contact details.
- Ordering stationary from The Green Room
- Overseeing the office calendar
- Assist educational/therapeutic staff with office tasks e.g. printing, laminating, resourcing, etc.
- Taking responsibility for Health & Safety for Chimney Farm (you will be supported by staff members at The Green Room School and Ellis Whitham - our Health and Safety advisory service. This would include ensuring all paperwork is up to date, including risk assessments, COSHH, first aid, fire safety, medical issues, legionella, trip preparation etc. Communicating with the team at Chimney Farm and The Green Room as required, including via What's App
- Keeping records of staff signing in sheets, time off and sickness records.
- Filing, managing post (including sourcing stamps)
- Contributing to the regular updating of school policies.
- Setting up and minuting actions from weekly Chimney Farm management meeting.
- Liaising with Green Room admin staff regarding staff training and updating records as well as other admin issues.
- Ensuring the house is set and ready at the start of each project day (including clearing away any retreat items inappropriate to an education setting and checking that no access areas are locked.)

- Preparing lunch for the pupils and staff each morning.

Issues concerning the Therapeutic Education project should be escalated to the Co-Head - Academic, unless they are related to administration and then they should be escalated to The General Manager.

### **Retreat**

Administration tasks concerning arranging and taking bookings, ensuring facilities are prepared for visitors and other administrative tasks will be required.

### **Estate**

Liaising with contractors and employees involved in cleaning and maintaining the estate and estate vehicles to the highest possible standard, including assisting with procuring services as required, and checking work has been carried out to the required standard. It is vital the estate is presented to the highest possible standards at all times.

Issues concerning the Estate should be escalated to the Director and The General Manager.

**As the estate develops, additional tasks may be required and added to this job description.**

**All staff members are expected to go above and beyond the call of duty, and get stuck in wherever they are needed, no matter what the project.**

## **KEY CRITERIA:**

This position requires a calm, polite, non-judgemental person who can work quickly and precisely, can multi-task and organise their work despite interruptions to deliver to deadlines.

It is a busy and varied role which suits a person who can rapidly re-prioritise depending on the circumstances at the time, and consequently has excellent attention to detail.

In addition we require excellent interpersonal skills to liaise with colleagues and visitors, and clear precise written and verbal communication skills.

Good literacy and numeracy skills are essential, with knowledge of Apple technology, and SIMS an advantage. Experience of working with Health and Safety standards, an advantage.

We are committed to safeguarding and promoting the welfare of children, young people and animals and expect all staff to share this commitment. This post is subject to an enhanced DBS check.