



Funtastic Kids Administrator Assistant JOB DESCRIPTION

Job Title:	Administrator Assistant	Job Ref:	AdminAssistant
Company:	Funtastic Kids Ltd	Salary: £12.80 per hour	
Reports To:	Office Manager/Admin Assistant		
Employment Status: Permanent Role			
Hours of Work: 7 hours per day to be worked flexibly in agreement with the admin team. Must be available to work between 8am-9:30am and 2:30pm-6:15pm. Must be available Monday-Friday			
Job Purpose: Working alongside one other part-time administrator to do the following: • Responding to parent/carer enquiries via email to the bookings email and over the phone. • Updating and checking club and holiday camp registers, including making parent changes to bookings in our booking system. • Sending daily registers to schools. • Liaising with club supervisors via WhatsApp to pass on parent messages and messages from schools. • Ensuring upcoming club/camp events are put into our Kids Club HQ booking system. • Administrative tasks related to our participation in the Government's Holiday Activities and Food Programme. • Liaising with parents of SEN children or children with medical needs to gain initial information and pass on to the directors. • Other admin duties as required to support the admin team.			

Scope	
Financial Accountabilities	NONE
Staff Responsibilities	NONE

Safeguarding statement
We take our safeguarding responsibilities very seriously, and we work hard to make sure our organisation has effective safeguarding systems in place. We expect everyone working in the organisation to share a common objective to help keep children and young people safe by contributing to: • providing a safe environment for children and young people to learn, develop and play in • identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the camp setting.



PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- Good standard of general education e.g. GCSE English, Mathematics minimum Grade C
- Basic skills in Microsoft Office e.g. Word and Excel
- Skills in accessing apps and databases

Skills/Abilities:

- Good verbal and written communication skills and interpersonal skills
- Good level of English language and grammar
- Good organisation and time management skills
- Work well within a team to promote positive outcomes for children and parents
- Confidentiality at all times

Experience:

Some experience of administration work.

Personal Qualities:

- Calm under pressure, patient, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to parents and children's needs
- A sense of responsibility
- A good sense of humour
- Flexibility
- Honesty

Special Factors:

- Work can be done remotely – use of a laptop provided if necessary
- Flexibility of working hours
- Be available to work from 2:30pm-6:15pm every week day
- Other hours to be worked flexibly but sometimes covering the breakfast club
- Daily communication with admin team via phone and email
- Be available to attend an occasional meeting with managers during the week and to attend occasional meetings at our office in Wokingham
- Safe recruitment checks including DBS will be required for this role