

Administrative Assistant

Achievio is a dedicated education and alternative provision centre committed to helping children achieve their full potential. We're excited to introduce a new position for an **Administrative Assistant** to support the day-to-day running of our operations. This role is ideal for someone organised, proactive, and passionate about creating a well-structured and efficient working environment.

Key Responsibilities

- Provide general administrative support, ensuring the smooth running of daily operations.
 - Accurately manage and file records in compliance with GDPR and safeguarding requirements.
 - Assist in scheduling lessons, organising timetables, and maintaining up-to-date student records.
 - Handle phone and email enquiries with professionalism, ensuring excellent communication with parents, schools, and staff.
 - Maintain both physical and digital filing systems to ensure secure and accessible information storage.
 - Support basic bookkeeping tasks such as logging invoices and managing expenses.
 - Collaborate with the team to help with the organisation of workshops, holiday clubs, and events.
-

Skills and Qualifications

- Proven experience in an administrative role or demonstrated ability to perform general administrative tasks competently.
- Strong organisational skills with an ability to prioritise tasks and maintain accuracy.
- Proficiency in Microsoft Office (e.g., Word, Excel, Outlook) or a willingness to learn new software as needed.
- Excellent verbal and written communication skills to interact professionally with clients and colleagues.
- A proactive approach to problem-solving and a positive attitude towards teamwork.

- An understanding of GDPR compliance and safeguarding principles (training will be given).
-

Why Join Achievio?

- Join a friendly, close-knit team passionate about making a difference in children's lives.
 - Be part of a growing organisation with opportunities for professional development.
 - Enjoy a supportive work environment that values your contribution.
-

Job Details

- **Job Types:** Part-time, Zero hours contract
- **Expected Hours:** No less than 10 per week

Application Details:

- **Start Date:** 1st February 2025
- **How to Apply:** Applications by form only – CVs will not be accepted. Apply here: www.achievio.co.uk/work-with-us
- **Closing Date:** 20th December 2024
- **Interviews:** To be confirmed.

Safer Recruitment Statement:

Achievio Education is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check prior to appointment. As part of our safer recruitment process, shortlisted candidates may also undergo a social media search. We are an equal opportunities employer.