

Job Description: Outreach Administrator

SALARY:	£20,200 – £22,730 per annum
HOURS:	Full-Time; Monday to Friday 8.30am to 5.00pm. Occasionally you may be required to stay later or to work off site
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
HOLIDAYS:	25 days per annum, to be taken during the school/service holidays
REPORTS TO:	Head of Outreach
LOCATION:	305 Garratt Lane, London, SW18 4EQ. You may also be occasionally required to work at our other sites
PROBATIONARY PERIOD:	6 months

JOB SUMMARY

- Providing professional, efficient and effective administrative support to Early Years Provision, Outreach and Training Services
 - To perform all necessary tasks as requested by the Head of Outreach.
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The Opportunity

BeyondAutism is a charity which aims to enrich the lives of children and young people with autism, as well as the lives of their families, through positive educational experiences. The charity runs two independent special needs schools, one for primary aged pupils and one for secondary and sixth form pupils up to age 19. Outreach and training are important aspects of the work BeyondAutism undertakes. It offers Local Authorities and school training opportunities and support, as well as offering formal training courses for professionals. This service is growing rapidly, focussing on mainstream primary and secondary schools and most recently developed a brand-new Early Years Provision. The charity is seeking to hire a self-motivated and energetic Administrator to work with the outreach team and the Head of Outreach to support the activities of all three aspects of the service. The ideal candidate will possess a wide range of skills and be interested in playing a key role within a constantly growing and committed team, also supporting parents and young children by being responsible for the daily operation of the Early Years Provision.

Skills Required

- Ability to work independently, recognising tasks that are priority and complete them pro-actively, think creatively and in a constructive manner
- Communication and people skills: Often being the first person of contact, the Administrator will need to possess excellent communication skills. The image of the service relies heavily on the ability of the Administrator to communicate effectively and sympathetically with a wide variety of people including Parents, Staff and Supporters.
- Time management skills: The Administrator will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- Information Technology skills: The Administrator will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be essential.
- Problem solving and organisational skills: The Administrator will need to be practical, unflappable and ability to use their initiative is crucial.

MAIN DUTIES AND RESPONSIBILITIES

Service Management

- To support the Head of Outreach in the day to day running the Early Years, Outreach and Training services.
- In addition to essential administration responsibilities, the Administrator will be responsible for the facilitation of the Early Years sessions three days a week. Shop, prepare and provide snacks.
- The Administrator will be required to take phone calls and manage emails related to all three Services, answer questions, deal with problems or direct them to the Head of Outreach, as appropriate. To be able to effectively do this, the Administrator must have a good understanding and knowledge of every aspect of the service and our vision for the future.
- Monitor activities of the Associate Consultants and the Early Years Team and report to Head of Outreach.

Administration Responsibilities

- To be the first person of contact, receive and monitor calls, collections/deliveries, escorts/visitors, scanning and filing, answering the door, distributing and mailing post, suspending deliveries at the end of term and be responsible for the answering telephone queries.
- Run admissions for Early Years Provision, liaise with parents regarding documents, manage group maps, booking forms, welcome packs.
- Support the Early Years team by keeping their records of the sessions up to date. Organise and book trips and workshops.

- Welcome parents and children in the Early Years Provision, co-ordinate their group sessions, provide support and advice during these sessions and be the contact person between parents and the Head of Service.
- Contribute to monthly Outreach, Training and Early Years Report
- Take the responsibility of being a GDPR data controller for Outreach and Training Service and Early Years Provision and monitor the team to make sure they comply with guidelines and requirements.
- Update & maintain the outlook diary and address book for Outreach and Training Services and Early Years Provision.
- Update and maintain the record and timetable of outreach consultants working in schools pro-actively, independently and accurately, book in calendar (including the calendar of the head of the service) and keep it up to date.
- Liaise and keep in touch with all outreach schools
- Monitor and check invoices from outreach consultants and send them to head of Outreach for approval, follow up payment with Finance.
- Create invoices for local authorities and schools as directed by the Head of Outreach.
- Create purchase orders on Xero accurately.
- Manage and keep record of petty cash and contribute to budget tracking
- Maintain Playroom equipment and arrange for any necessary repairs.
- To coordinate home visits, report writing and associated paperwork for Early Years.
- Provide secretarial support to the Head of Outreach.
- To pro-actively send feedback forms to outreach schools and analyse data collected on feedback forms and produce appropriate reports
- To organise Outreach and Training Days (including catering) for the team in conjunction with the Head of Outreach.
- To organise training courses (with support from the marketing team), send booking forms and co-ordinate admissions for trainings.

Facilities Management

- Book facilities and arrange catering, as required, for training courses
- Liaising about learning walks with Heads of School
- Liaise with Site Managers regarding general maintenance if necessary

Working with Parents

- Arrange, co-ordinate and manage parent group sessions for Early Years Provision
- Liaise with parents and pass parent enquires to the Head of Outreach
- Issue annual consent, record forms and other general information
- Draft letters to parents as directed
- Ensure records are kept up to date

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of Outreach, Training and Early Years, monitor and update them in conjunction with the Head of Outreach when necessary.

- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children at all times.
- To undertake training as required.
- To undertake additional tasks as directed by the Head of Outreach.

Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- ABA in-house basic training
- First Aid Officer
- Fire Officer
- Safeguarding training