

Job Description

Administrator NE19



Position:	Business Administrator
Team:	Office Team
Start Date:	January 2019 (TBC)
Payment Scale:	NW3 (BAND C)
Salary Range:	£18,400 - £21,900 pro rata
Employment Type:	Contracted (3 days a week)
Employment Duration:	Permanent (Term time only)

About Newave Education

Newave Education is an award winning and independent organisation that specialises in creative learning experiences and educational support services. The organisation works in partnership with schools, MATS and other education establishments to support teaching and learning through embedding creative arts and outdoor education into the heart of the curriculum. Since its formation in 2009, Newave has established itself as one of the Midlands' leading independent creative organisations and employs over 120 music, arts and outdoor staff members.

Newave is committed to fulfilling its duty to safeguard and promote the welfare of Children and Young People. This position is subject to an Enhanced DBS check and satisfactory completion of induction and selection process in line with our Child Protection and Safeguarding policies.

For more information, our Newave Education, visit:

www.newave-education.co.uk/safeguarding

Our Vision

Our vision is to expand on our current provision, increasing our reach to education establishments across the UK with a particular focus on embedding creative learning into the heart of the curriculum.

Working closely with our current stakeholders and partners, our aim is to become a national organisation, recognised for high quality educational delivery and raising attainment through music and arts experiences. By expanding our current network of education professionals and support staff, it is our intention to become one of the UK's leading education organisations.

Job Overview

Newave Education is seeking to appoint a Business Administrator to work as part of the office based team. Working closely with the senior leaders, you will be responsible for general administrative duties across the organisation and will be the first line of contact for clients, staff members and partners. You will play an important role within the organisation and support with the day to day running of Newave's operation.

Job Description

As a Business Administrator for Newave, you will be expected to facilitate and complete general administrative duties as well as support key HR functions. We are looking for someone with excellent inter-personal skills, the ability to provide a welcoming and professional first point of contact and to have a flexible attitude to work.

The successful candidate must have an enthusiastic, friendly and professional approach to their work and have the ability to work under pressure.

You will be responsible for ensuring administrative tasks are completed on time and to the highest possible quality. You will need to be efficient and highly competent in using ICT packages and demonstrate your ability to work on your own initiative. Prior experience of working in office administration is essential. Experience in general HR administration is desirable but not essential for this position.

You will be based at Ingestre Hall Residential Centre in Stafford, a 400 year old Jacobean Mansion set in the heart of the Staffordshire Countryside. You will be contracted on a .6 contract and expected to work 23.5 hours per week. Flexible working is available and will be discussed at interview stage. This position is term time only, however, there will be flexibility with your engagement.

Skills Required

You will be expected to:

- Answer the telephone and take messages
- Manage general email enquiries and respond appropriately
- Update and input data on excel spreadsheets
- Manage and input into Newave's CRM system (Hubspot – training will be provided)
- Update Employee, Associate and Worker profiles using Newave's HR software
- Ensure Employee, Associate and Worker details are kept up to date and remain compliant through Newave's flagging service

- Distribute marketing material
- Distribute email marketing campaigns
- Input marketing data into Excel spreadsheets
- Be the first point of contact for clients, partners and staff members
- Collate timesheets for payroll
- Chase outstanding invoices with the support from the Finance Director
- Print and distribute letters to schools
- Support the management team to arrange sickness cover for absent staff members
- Support with preparation of marketing including preparing newsletters, email campaigns and phone enquiries.

Qualifications

- At least 5 years working within an administrative capacity
- Experience working for an educational establishment is desirable but not essential

Personal Qualities

All of our employees and associates are selected on the basis of their experience, qualifications and their ability to engage and inspire Children and Young People. As a growing organisation, we invest in the training and development of all of our staff and employ over 180 individuals who delivery on behalf of the organisation all year round. We look for the following personal qualities in all staff:

- Fantastic communication skills
- Brilliant interpersonal skills
- A warm and welcoming manner
- The ability to work as part of a team
- Great time-keeping
- A 'can-do' attitude towards their work
- A passion for learning and developing new skills

Reporting to:
Closing Deadline:
Shortlisting:
Interviews:

Steph Owen (Senior Leader)
 Thursday 17th January 2019 5pm
 Friday 18th January 2019
 W/C Monday 21st January 2019

**Please send your completed application to music.arts@newave-education.co.uk
 If you have any questions, please call 01543 479 990 and ask to speak to John Percival.**