



Office Administration Assistant

Ufton Court Educational Trust is a thriving and innovative children's charity supported by a busy fundraising team. We are seeking Office Assistant to support our Office Manager.

What is the role?

- You will report to the Office Manager and be the welcoming face of Ufton to all visitors
- You will support our booking process, answering phone queries, ensuring booking forms are completed and update our diary. You will liaise with our teaching staff.
- You will take and collate photographs of our visiting schools and other activities on site.
- You will deliver adult first aid treatment in the event of an accident

Who are you?

- You will have excellent written and spoken communication skills
- You will have an understanding of the importance of teamwork
- You will be able to use Microsoft Word to a high standard
- You will approach IT with confidence
- You will have a full driving license

Salary: £10,400 for a 20 hour week, 9.30-1.30pm Mon-Fri

You will be entitled to 5 weeks paid holiday. .

Please email Recruitment@Uftoncourt.co.uk with your CV as an application by **Friday 9th August 2019**. Ufton Court Educational Trust operates a strict Safer Recruitment policy and is an Equal Opportunity Employer. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check.

