

## Job Description: Outreach Administrator

<b>SALARY:</b>	£20,200 – £28,246 per annum
<b>HOURS:</b>	Monday to Friday 8.30am to 5.00pm. Occasionally you may be required to stay later or to work off site
<b>BENEFITS:</b>	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.
<b>HOLIDAYS:</b>	25 days per annum, to be taken during the school/service holidays
<b>REPORTS TO:</b>	Head of Outreach
<b>LOCATION:</b>	305 Garratt Lane, London, SW18 4EQ. You may also be occasionally required to work at our other sites
<b>PROBATIONARY PERIOD:</b>	6 months

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## JOB SUMMARY

- Providing professional, efficient and effective administrative support to Early Years Provision and Outreach and Training Services

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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 developing 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 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

- 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 skills: The Administrator will need to be practical, unflappable and able to use their initiative.

## MAIN DUTIES AND RESPONSIBILITIES

### Service Management

- To support the Head of Outreach in the day to day running of the service.
- In addition to essential administration responsibilities, the Administrator will be responsible for the facilitation of the Early Years sessions three days a week.
- The Administrator will be required to take phone calls related to all Outreach and Training 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
- To 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 and Training 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.
- 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 analyse data collected on feedback forms and produce appropriate reports
- To organise Outreach and Training Days for the team in conjunction with the Head of Outreach

## Facilities Management

- Book facilities for training courses, including liaising about learning walks with Head of Schools.
- 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 and record forms, and other general information, forms and memos
- 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 and 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