



Temple Springs Administrative Assistant Vacancy

Location	Ground Floor, 22 London Road, Grays, Essex RM17 5XY		
Hours per day	Minimum 4 days	Days per week	Monday-Friday
Job Title:	Administrative Assistant		
Salary	£6.90-£9.50		
Any other information	Part Time Role		

Purpose of the Job:

We have a fantastic opportunity to work at Temple Springs Music Centre in Grays.

We are looking for competent, highly organized, and hard-working individuals to work as part of our enthusiastic and dynamic team. Our service is committed to providing high quality music education and wrap around care for children between the ages of 5 – 17 years.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion.

You must have a keen interest in understanding child development, learning and education, a love for music, have a sense of humour, energy, and fun. We are looking for a self-starter individual able to take initiative and be able to work in a high pace environment.

Whilst undertaking the role, you will be working with a team of colleagues providing music coaching and wrap around care to our clients. You will be expected to have a 'can do' attitude, be a team player, pragmatic and flexible in your approach. Communicating effectively with parents is also a key part of the role.

Main Duties and Responsibilities:

The following list is typical of the level of duties which the Administrative Assistant is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time. Full training will be provided specifically for the music tuition and play worker duties.

Administrative

- To provide general administrative support to management, projects, and reception.
- Establishing and maintaining effective administrative/reception procedures.
- Comprehensive, timely and accurate data entry support and maintenance of database systems.
- Extraction of data, and compilation of timely reports and statistics to meet management requests.
- To provide an efficient filing and retrieval of documentation service, manual and electronic.
- Liaise with Management, Project Managers, staff, and service users.
- Other ad hoc administrative duties as determined by Centre Manager.

Music Tuition

- Planning individual lessons and overall schemes of work for music learners.
- Teaching individual and/or group lessons lasting for 30 minutes usually incorporating elements of general musicianship, such as ear training and theory, as well as instrumental technique and interpretation.
- Communicating with parents about their child's lessons and progress.
- Expanding your own musical experience by familiarizing yourself with the music learner's repertoire, by learning another instrument, by becoming familiar with other musical styles and developing your improvisation or vocal skills.
- Planning and working on your professional development by gaining further teaching or performance qualifications and continuing your own performance activity.
- Ensuring that you adhere to health and safety standards, and work in line with child protection legislation.
- At the discretion of managers, to carry out any other similar duties which are compatible with the grading of the post.

Play Worker

- Assist with planning, preparing, and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health, and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Keeping the work environment healthy, safe, and secure.
- Working within the framework of the club's policies and procedure

Standard Clauses

- To work in accordance with Templesprings Aims and Objectives.
- To contribute to the development of best practice with the service.
- To undertake training as necessary to promote the development of skills and knowledge.
- To receive supervision, appraisal and to attend regular staff meetings.
- To promote awareness of and commitment to the Organization's Equality and Diversity Policy in relation to employment and service delivery.
- To ensure compliance with Templesprings Safeguarding guidance and procedures.
- To ensure full compliance with the Health & Safety at Work Act 1974, the Organization's Health and Safety Policy, delegated responsibilities, and all locally agreed safe methods of work.
- All employees have a responsibility and a legal obligation to ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with GDPR, Data Protection and Security and Confidentiality Policies.
- Actively support and promote Templesprings fundraising activities as part of day-to-day activities.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder considering service development.

Personal Specification

Administrative Assistant

	Essential	Desirable
Qualification	A good general education	Relevant qualifications in business/office administration
Experience	Administrative experience in an office. Experience in accurate data entry/database systems. Experience of working with multiple managers/projects. Experience of working with members of the public	Experience of working in the music sector and or the childcare sector.
Skills, Competencies & Knowledge	<p>Accurate and timely data input/extraction/reporting skills,</p> <p>Excellent working knowledge of computerised systems including word processing, spreadsheets, and database systems, using Word, Excel, Access, Outlook, social media platforms etc.</p> <p>Proficiency in communicating via digital means e.g., telephone, email, text, Zoom, Microsoft Teams.</p> <p>Understanding of and respect for the importance of confidentiality and data protection with regards to personal information relating to members of the public and staff.</p>	Ability to secure premises using alarm systems

	<p>Good personal organisational and office skills Ability to work under pressure whilst maintaining professionalism and accuracy.</p> <p>Ability to prioritise work Enthusiastic and creative approach to working on own initiative and as part of a team.</p> <p>Ability to work independently, but to know when to consult.</p> <p>Ability to provide and disseminate information quickly and accurately.</p> <p>Ability to communicate effectively by telephone, in writing, and in person.</p> <p>Ability to initiate and review filing systems.</p> <p>Ability to handle simple petty cash system.</p> <p>Understanding of and commitment to equal opportunities.</p>	
<p>Other Requirements</p>	<p>Willingness to undertake appropriate training.</p> <p>Friendly, approachable, and enthusiastic, with a strong 'can do' attitude.</p> <p>Ability to work flexibly to meet the needs of the organisation i.e., covering absence;</p>	

	working remotely from home and/or from the office.	
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Qualifications

- Minimum A level Certificate

This post is dependent on obtaining a DBS Check