



Job description

Job Title:	Administration Assistant
Location:	Unit 4, Smithy Wood Business Park, Chapeltown, Sheffield, S35 1QN
Reporting to:	PA to CEO
Key Relationships:	PA to CEO; CEO; Adult Services Manager; Finance Team; Fundraising Team; Internal and External contacts and suppliers
Responsible for:	N/A
Hours of work:	20 hours per week
Salary:	£10.125 per hour
Annual Leave:	25 days holiday a year pro-rata in addition to relevant public holidays

Description of Paces Sheffield:

Paces is a specialist centre, School and Charity all rolled into one! We support children and adults living with neurological conditions such as Cerebral Palsy, Stroke, MS, Parkinson's and Brain Injury. We believe that everyone has the right to achieve their true potential; we believe in ability, not disability!

As well as offering a special needs education for children aged 3-18 years, we also provide a method of support called Conductive Education, which teaches our children and adults to achieve the greatest level of independence. We teach life-changing skills such as sitting, standing, walking, speaking, communication and self-care.

Paces Adult Day Service currently supports many adults; individual programmes are designed to support the transition into adulthood and the learning / maintaining of skills to support all throughout Adult life.

We also deliver an Adult Sessional Programme, where we support those living with the effects of a Stroke, MS, Parkinson's and Brain Injury. In these sessions, we re-teach the skills which have been lost due to their illness.

You will be joining us in our new premises at Smithy Wood Business Park, which has enabled us to support many more adults with our unique service and expertise.

Job Purpose

We are looking for an experienced, highly motivated and enthusiastic Administration Assistant who can hit the ground running and provide exceptional administration support to our Charity and Adult Service team. Under the management of the PA to CEO, you will support her with a number of administration tasks to help deal with the needs of the various departments and the Adult Service, ensuring the administration function runs smoothly at all times. The successful candidate will be pro-active and forward thinking, able to deal with issues as they arise and come up with solutions in a timely manner. Experience with minute taking is also essential, as this will be a frequent part of the role.

The successful candidate will also be required to cover annual leave and sickness when required.

Roles and Responsibilities:

All duties required within the remit of this role, including, but not limited to:

- Maintain the diary and make appointments; plan and schedule meetings and book the meeting rooms and equipment.
- Prepare meeting packs and send out to all attendees in good time.

- Minute meetings.
- Arrange, shop for, and set out refreshments needed for any meetings.
- Meet and greet visitors and prepare tea/coffee and other refreshments as requested.
- Help prepare equipment ready for events.
- Make travel and accommodation arrangements.
- Filing/copying/scanning/binding of documents.
- Take post/parcels to the Post Office daily.
- Answer the telephone and screen/direct calls as appropriate.
- Deal with all emails received to the Info@ email address.
- Deal with deliveries, either by putting them away or alerting the relevant person to their arrival.
- Drafting letters and correspondence / presentations / documents as needed.
- Assist with the production of reports.
- Order, log and distribute stationery as required, keeping a clear record of cost and distribution.
- Ordering of other equipment as required.
- Develop and maintain/update systems, procedures and records to maximise the organisations' effectiveness.
- Act as communication relay, making sure all parties receive necessary information and that this information is accurate.
- Assist with required research and information on a various matter of subjects.
- Adhere to strict deadlines.
- Identify and solve problems as they arise.
- Maintain confidentiality by keeping all documents and conversations confidential.
- Adhere to all policies and procedures as detailed within the staff handbook and online at all times.
- A friendly, positive, approachable attitude.
- A pro-active and can-do approach.
- Commitment to continuous CPD.
- Assist the PA to the CEO in managing her workload.
- Cover for annual leave and sickness.
- Any other administration tasks as required.

PERSON SPECIFICATION

	Essential	Desirable
Experience, Knowledge & Skills	<ul style="list-style-type: none"> ▪ Recent relevant experience in a similar role. ▪ Good understanding of Microsoft Office, particularly Word and Outlook. ▪ Strong attention to detail and high levels of accuracy. ▪ Experience in minute taking. ▪ Excellent organisational skills, along with the ability to multi-task, prioritise workload and manage time effectively. ▪ Strong administrative skills, including experience of managing a complex and varied workload efficiently. ▪ Effective verbal and written communication skills, including the ability to communicate well with people on all levels. ▪ Able to work to the vision and values of Paces Charity. ▪ Good numeracy and literacy skills. ▪ To work in a strictly confidential manner at all times. 	

	<ul style="list-style-type: none"> ▪ Able to follow direction and complete tasks as required and to a set deadline. ▪ Excellent interpersonal skills, and a friendly and approachable personality. ▪ Able to work well under pressure and adapt to different situations. ▪ A flexible and creative approach to making things happen. ▪ A positive attitude to problem solving across a wide range of issues. 	
Qualifications / Training		<ul style="list-style-type: none"> • Business Administration qualification or equivalent.
Work Circumstances	<ul style="list-style-type: none"> • A full driving licence, use of own vehicle, and Business Class 1 on insurance. 	

TERMS AND CONDITIONS

Holidays: 25 days holiday a year pro-rata in addition to relevant public holidays.

Hours: 20 hours per week. Two positions available.

Conditions of appointment:

The appointment is subject to:

- A satisfactory probationary period of three months.
- A standard disclosure from the Disclosure and Barring Service.
- Two satisfactory references.

Paces is an equal opportunities employer

**Paces is committed to safeguarding and promoting the welfare of the children and adults.
This post is subject to a standard disclosure application to the Disclosure and Barring Service.**