

Candidate Brief - Office Administrator

Dear Candidate,

Thank you for your interest in the Office Administrator role at The Centre for Transforming Access and Student Outcomes in Higher Education (TASO). This role has a varied work plan and is critical to ensuring that the organisation is running as smoothly as possible.

I am delighted that you are interested in working for our organisation. TASO was set up within King's College London and became an independent charity on 1 April 2021. TASO is a 'What Works Centre' focused on tackling inequalities in higher education. We are committed to using the best quality evidence to inform policy and practice so that everyone in Britain can access and succeed in higher education. Our key outputs are research and evaluation reports, briefings and toolkits, which will inform the daily tasks and responsibilities of this role.

Reporting to the Head of Operations the Office Administrator provides support on key functions of the organisation such as finance, HR, governance and events. In addition, the candidate will provide general administrative support to the team, including diary management for the Director. We are a small team of around 10 people and the candidate will be at the heart of the organisation's values-based culture and effective delivery.

We are committed to finding the right candidate for this role and welcome applications from people who have the relevant skills, attitude and experience gained from any sector and are at any point in their career. We are offering this role on a three day a week basis and can be flexible as to how those hours are split over the working week.

I am looking forward to working with the appointed candidate. This is a hugely important role for us to operate and work efficiently towards our ambitious aims. It's an exciting time to join our small team at TASO.

Yours sincerely,



Dr Omar Khan
Director

Role Description

A vital member of the TASO team, the Office Administrator is responsible for ensuring a highly professional and welcoming environment for stakeholders and staff at TASO. Making sure things are done in the most efficient and friendly way is the key priority for this role. They will be organised and comfortable working in a busy environment with competing demands on their time.

The Office Administrator is TASO's organiser. They lead on organising TASO Board and Committee meetings, including minuting. They ensure team meetings are diarised, help coordinate team days and assist in the delivery of TASO events. They will make sure the organisation is running as effectively as possible by identifying and ordering office supplies and by providing general administrative support to the Director and wider team, as required.

The Office Administrator will provide financial administration such as receiving invoices, uploading them on to our bookkeeping system and reconciling. They will also fill and process the team's expenses.

As expected with this type of role, they will be required to maintain robust records and assist with matters of GDPR compliance, health and safety and a variety of other administrative activities as and when required.

Responsibilities

- Scheduling team and Board meetings including checking diaries, booking rooms and catering, setting up video and conference call facilities
- To act as a committee or meeting secretary, taking minutes for Board meetings
- To raise and process invoices and expense claims, monitoring income and expenditure via Xero, and providing bookkeeping and bank reconciliation
- To be responsible for setting up new suppliers and amending current suppliers
- Provide administrative support to the team, including diary management, booking travel and accommodation
- Assisting with the organisation of events, workshops or training (e.g. finding suitable venues, ordering catering, preparing materials, managing guest lists and invitations)
- Undertake administrative duties such as stationery orders, printing, monitoring and renewing subscriptions and memberships for the whole team
- To provide administrative support for various HR processes, such as Right to Work checks, and recruitment documentation

- To be a visible and positive initial point of contact, responsible for welcoming guests to TASO, directing of general telephone and visitor enquiries and monitoring the general TASO email inbox

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Person Specification (E – essential; D – desirable)

Education / qualification and training	Application	Interview	Test
Educated to A-level or equivalent (E)	x		
Knowledge / skills			
Strong IT skills, including Windows, Microsoft Office packages; mid-level skills for Excel, Outlook and Google Workplace and willingness to advance these skills. (E)	x	x	
An ability and interest in learning new IT systems and programmes as required for the role (such as the accounting software Xero) (E)			
Excellent communication both oral and in writing - with a high standard of English (E)	x	x	x
Experience			
Previous experience in an administrative and/or customer services role (E)	x	x	
Highly numerate, with previous experience of basic financial record keeping (E)	x		x
Experience in e-mail and calendar systems and pro-actively managing diaries (E)	x	x	
Knowledge and experience of the higher education environment (D)	x		
Experience of using and manipulating electronic resources (D)			
Personal characteristics/other requirements			
Highly organised with the ability to manage competing priorities with very good attention to detail. Able to work under pressure and	x	x	x

remain calm. (E)			
Discretion, good judgment, adaptable and versatile individual with a helpful, positive and professional attitude (E)		x	
Capable of handling confidential matters with discretion (E)	x	x	
Proactive approach with the ability to work independently and flexibly, but also as part of a team (E)	x	x	
Willingness to be flexible and tackle unexpected queries with ease (E)		x	
Can identify and implement new ways of solving problems, and not always constrained by the way things have been done before (D)		x	

Initial Terms and Conditions of Appointment

Remuneration

Salary: £28k - £30k (pro rata)

Location: London with home working

Hours: PT 3 days a week (21 hours per week)

Term: Permanent

Holidays: 27 days plus public/bank holidays,

Pension: Employer contribution: 8%.

TASO is a learning organisation which is committed to promoting and enabling our team in their training and development.

This role reports to the Head of Operations

How to Apply

To apply, please send your CV and a supporting statement outlining clearly how you meet the above criteria to info@taso.org.uk with Office Administrator in the Subject of the email.

Deadline for applications: Monday 6th June 2022 at 9am

Interviews will take place on W/C 13th June 2022

Candidates must have the right to work in the UK.

Our Vision and Mission

- Our vision is to eliminate equality gaps in higher education.
- Our mission is to improve lives through evidence-informed practice in higher education.

Our Values

Continue to challenge

We challenge the status quo, push boundaries and strive for better.
from ourselves, from the team and from our stakeholders.

Integrity is everything

We are honest and transparent in every element of our work.

Always learning

We remain open-minded and curious, ever-ready to learn, develop or find out something new

Stronger together

We support each other and believe in the strength of teamwork, partnership and collaboration.

Committed to equity

We strive to achieve fairness in everything we do

Act with empathy

Our approach is driven by kindness, understanding and respect

