

ADMINISTRATOR JOB DESCRIPTION

Post	Administrator – Freelance – Long term
Hours	10hrs -16 hrs per week – Preferably some mornings
Office	The Coach House, Upper York Street, Bristol, BS2 8QN
Remuneration	£10 per hour depending on experience

This is a freelance role, hours are flexible, although morning or early afternoons before 3pm are preferred. The successful candidate will be involved in various areas of the Dance School Business, particularly supporting the Office Manager and the Business Owner with bookings, website, events and projects, and some marketing assistance. This is an ideal opportunity for somebody who has an interest in working to support the running of a creative dance business behind the scenes. We are ideally looking for a more technical, detailed focused individual.

Hours may change around event times for the Christmas and Summer shows.

JOB ROLE

- To provide administrative duties for the day to day running of the School.
- To assist the Office Manager and School Principal with admin/ PA tasks.
- To assist in events admin/ organising and running of twice yearly shows.

CORE RESPONSIBILITIES

- Daily emails, replies and sorting through Gmail inbox
- Calendar organising: schools term dates, newsletter dates and general date information throughout the year.
- Upkeep and maintenance of bookings system
- Maintain Teacher registers and records
- Managing T-shirt orders and sales
- Support Office Manager with Social Media and marketing
- Support Principal and Office Manager with events, festivals and shows
- To deliver tasks and responsibilities delegated as necessary by the Office Manager or Principle
- Up keep of online filing system on Gdrive and paper system occasionally in office
- Up keep and maintenance of Website and other customer service platforms, possibly CRM and or Database work

SKILLS REQUIRED:

TECHNICAL SKILLS	ESSENTIAL	DESIREABLE
1: Excellent skills computer skills: Microsoft Packages including word, excel, powerpoint etc..	Essential	
2: Experience of using CRM's/ GDrive mail and contacts		Desirable
3: Experience of using Bookwhen and or booking systems		Desirable
4: Experience of using wordpress: administrative and more technical understanding		Desirable
5: Experience of using Google Diary or managing diaries/ bookings systems	Essential	
PERSONAL/ SOFT SKILLS		
6: Excellent, confident telephone manner	Essential	
7: Organised and self motivating	Essential	
8: Detail orientated with good spelling and grammar	Essential	
9: Calm and Friendly	Essential	
10: Good Customer Service Skills	Essential	
11: Flexible in approach to work - tasks may vary and will need ability to go with the flow of work and support	Essential	
12: Self Employed or has understanding of Self- Employment	Essential	
13: Reliable and trustworthy	Essential	
14: Aware of Data Protection, Health and Safety		Desirable
15: Aware of Child Safety and Protection of sensitive information		Desirable
HARDWARE NEEDS:		
16: Must of own computer with antivirus software	Essential	
17: Must have own phone with free text/ calls facility or willing to find contract that has this facility	Essential	

To Apply – Using the above skills analysis please write telling us what experience you have for each numbered question. If you don't have the desired skill, even if essential, please write any transferable skills you have or a brief description of any experiences that you've had that would help you learn these skills. **Interview Dates to be confirmed**

