

ADMIN/PA JOB DESCRIPTION

Post	Admin/ PA – Freelance – Long term
Hours	12hrs -18 hrs per week – Preferably some mornings
Remuneration	£10 Plus Bonuses or £12 per hr - to be discussed

Funk It Up is a developed creative dance business which has been running for 16 years.

I am looking for strong admin support and an individual who would thrive in helping to manage & assist in maintaining & creating structure within a small business. I am looking for somebody who would be happy keep the day to day running of the business ticking along and potentially feel comfortable and competent enough to be able step up into the role of helping to manage parts of the business too. This role will give invaluable experience in running a small creative business.

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 dealing with the coordination of bookings both for our public classes & classes we hold at schools & organisations, dealing with finances, keeping track of income & expenses, updating the website, some marketing assistance and helping plan annual events. This is an ideal opportunity for somebody who has an interest in working to support the running of a creative dance business. This opportunity could be very valuable for someone who wants experience in running a small creative business. 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 School Principal at time as a PA.

I have many creative ideas & visions for the business. I am looking for someone who can support these to manifest with clear thinking, prioritising & giving structure.

- To assist in events admin/ organising and running of twice yearly shows.

CORE RESPONSIBILITIES

- Daily response to emails and sorting through Gmail inbox
- Calendar organising: schools term dates, newsletters with general date information throughout the year.
- Upkeep and maintenance of bookings system
- Maintain Teacher registers and records
- Managing T-shirt orders and sales
- Social Media and marketing
- Having access to a texting system either through telephone or on line to text parents & students reminders about classes
- Support Principal with various events, festivals and shows
- To deliver tasks and responsibilities delegated as necessary by the Principle
- Upkeep of online filing system on Gdrive
- Upkeep 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		Desirable
PERSONAL/ SOFT SKILLS		
6: Excellent, confident telephone manner	Essential	
7: Organised and self motivated	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 (can be discussed)	Essential	

To Apply – Using the above skills analysis please write send a focused covering letter telling us why you are applying for this role. Thank you.

Interview Dates to be confirmed shortly.