



Camphill School Aberdeen

Job Description: Office/Training Administrative Assistant

Camphill School Aberdeen (CSA) is an independent charity offering education, care and therapy services for children and young people with additional support needs on a day and residential basis.

Our Vision: To be recognised as a centre of excellence where children and adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential.

Our Mission: To create a community where children and adults feel a sense of belonging, support and personal growth; a place where there is an inclusive, lifelong learning culture with an integrated approach to health, education and care.

Purpose of the role

The main role of the Office/Training Administrative Assistant is to work closely with the Training Administrator and other staff to help to deliver the scheduled training programme for all staff and volunteers within CSA. This includes coordinating the day-to-day logistics and all communications and administration with participants and trainers (from enquiry through to post course follow up). General Office Administrative tasks will also be part of the role.

Responsible to: HR Administrator

Responsible for: the quality of, and outcomes achieved from, their own practice

Key tasks:

1. Coordinate the day-to-day administration and logistics of the scheduled face-to-face and online training courses
2. Set up and support the delivery of online training courses.
3. Answer e-mail and phone enquiries about scheduled training courses and forward e-mail and phone enquiries about other services.
4. Undertake administrative preparation of course materials in liaison with the trainers
5. Track the progress of training completed by all staff
6. Produce and distribute course joining instructions and evaluation forms for all internal course delegates as required
7. Ensure training rooms and equipment are prepared and ready for the trainer
8. Assist with the production, printing and distribution of training material
9. Book course venues, arrange catering (if required)
10. Ensure accurate record keeping of all courses booked, attended and certificates issued

11. General office administrative and practical tasks including answering telephone and greeting visitors

Health & Safety

12. Ensure all relevant and current CSA H&S policies are understood and that it is known where to access these, and further information, should it be required
13. Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention
14. Ensure all reasonable precautions are taken to provide for the safety of staff attending training in any of CSA premises

Person Specification

Experience/knowledge:

Essential

- Competent knowledge and use of word, excel, PowerPoint and access programmes
- Ability to organise self, identify priorities and deliver on time to agreed standards

Desirable

- Relevant higher-level qualification
- Knowledge/Experience of the ethos, values and principles associated with the Camphill movement

Skills

- Having a high-level communication skill set
- Being able to work on own, as well as part of a team
- High level administrative skills

Personal Qualities

- Able to work on own initiative, self-motivated and able to motivate others.

This job description is intended to provide a general statement of the major tasks and activities of the job. It is not an exhaustive list of all its detailed duties.

As a term of your employment, you may be asked to undertake any other such duties as may reasonably be required by you and that are broadly consistent with the job.