

Vacancy: Administrator

JOB SPECIFICATION AND HOW TO APPLY

Terms and Conditions Summary

- Location: Home working with team days in London (Roehampton / King's Cross)
- Salary range £24,000 to £27,000 per annum, non-negotiable
- 35 hours a week with flexible working options - compressed hours or flexitime
- Contract: Permanent
- Closing date: 13:00 hours GMT on Tuesday 28 January 2025¹
- Interviews: 10 February on Zoom, 19 February at Clarence Lodge SW15
- Start date: between Monday 31 March and Monday 2 June 2025 (negotiable)
- Probation period: 9 months
- Holiday entitlement: 28 days a year² + statutory public holidays (England)
- Employer's pension contribution: 8% of salary

Our organisation

The [Froebel Trust](#) is an endowed charity that uses its funds to support teachers, educators, academics and students of early childhood education and care (ECEC). In the last four years, our engagement within the sector has grown exponentially and, although most of our work is UK-based, our reach is global. We are a trusted source of inspirational resources and training for Early Years professionals and a respected research funder.

The Froebel Trust is named after the inventor of kindergarten, Friedrich Froebel – a pioneering German educationalist (1782-1852). His philosophy and principles for education form the basis for our charity's objective, which is to promote and advance Froebelian principles in education and learning. We believe that [these principles](#) underpin high-quality educational experiences for young children today.

We are a small organisation in terms of employees, but we work with a highly committed [team](#) of volunteers including trustees and committee members who govern, challenge and advise, and [Endorsed Travelling Tutors](#) who teach Froebel Trust courses.

¹ We reserve the right to close the application portal before this deadline

² For standard contractual hours worked Monday to Friday inclusive.

About the role

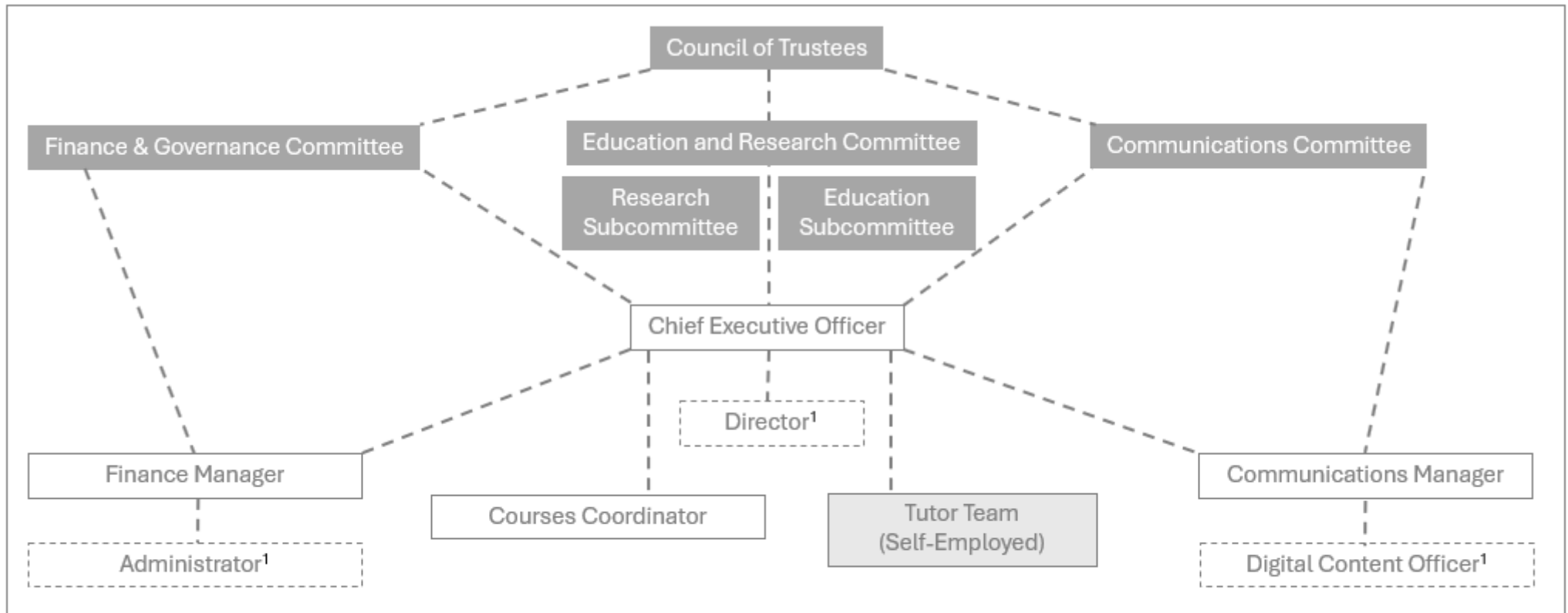
The Froebel Trust's Administrator will be responsible for a range of organisational and administrative duties that support all the Trust's varied programmes of work and its operations. An organisational chart is on page 3. The Finance Manager will provide direct line management. Due to the varied nature of this role, the postholder will work with all the other members of the Executive team as well as trustees and committee members. For example:

- Liaising with the Director of Insight and Impact to ensure that grants programmes and projects achieve their goals;
- Collaborating with the Finance Manager to finalise documentation relating to awards and grant payments and to keep accurate records on Salesforce;
- Arranging for the Communications Manager to prepare publicity for the grants competition and to advertise Froebel Trust events;
- Working with the Courses Coordinator to ensure trainees receive certificates;
- Preparing papers for meetings with the chairs of committees;
- Providing timely and accurate information to the trustees and Chief Executive Officer to support strategic decisions.

Key responsibilities will include:	% of time ³
Keeping accurate records and preparing papers and minutes for the meetings of the Council of trustees and its five committees. There are currently 18 meetings a year in all months except for April and August.	20%
Administering the grants application process, which takes place every other year and includes preparing guidance, responding to enquiries, arranging application reviews, collating feedback, organising the grants panel and corresponding with applicants pre- and post-award. All applications and awards are managed via Salesforce.	25%
Ensuring that the office and team members are appropriately resourced and ordering office supplies as needed. Responding to enquiries for orders of Froebel Trust resources, such as pamphlets.	5%
Making the administrative arrangements for Froebel Trust events, which are mainly held online but occasionally include face-to-face events; liaising with and providing technical support for the speakers; and ensuring attendees receive joining information.	20%
Preparing summary information about Froebel Trust programmes including the progress of grants /projects and attendance at events for Council or committee meetings.	10%
Providing ad hoc support for other aspects of the Trust's work as needed and general administration.	20%

³ Percentages are an approximation. Time spent on different aspects of the role will also vary according to business. For example, grants competitions are held every other year.

Organisational Structure



¹ New posts to which we are currently recruiting

----- Line management / accountability

Selection Criteria

The following criteria will form the basis for evaluating applications. Candidates must demonstrate in their CV and / or cover letter that they meet the following criteria.

1. At least 5 years administrative experience in a role with multiple responsibilities
2. Self-motivated with the ability to work independently, to take the initiative and know when to ask for advice or help. This is especially important as this role involves remote (home) working most of the time
3. Excellent interpersonal skills for successful collaboration with a range of different people
4. Able to work at speed with a high degree of accuracy using a variety of administrative and technical tools in Office 365
5. Experienced in the use of Salesforce CMS
6. Understanding charity governance and experience of supporting committees / boards with experience of writing papers and minutes
7. Experience of organising events including webinars using Zoom. Ideally, knowledge of setting up event publicity on Eventbrite.
8. Excellent written and spoken English
9. A clear thinker who can plan and manage their time effectively and efficiently
10. Understanding the importance of confidentiality and data protection rules
11. Knowledge of the Early Years sector
12. Experience of grants or projects administration

Application Process

To apply for this role, you will need to send an email to office@froebeltrust.org.uk before **1pm on Tuesday 28 January 2025** with your CV and cover letter attached.

If you'd like to have an informal conversation about the position before you apply, please email office@froebeltrust.org.uk or telephone 020 8878 7546 to arrange a convenient time for a call.

We value and promote Equity, Equality, Diversity and Inclusion (EEDI). Our website provides [information about EEDI at the Trust](#).

Your cover letter should answer the questions and include the information requested below:

1. *What attracts you to this role at the Froebel Trust?*
2. *How does your previous experience make you the ideal person for this position?*
3. *In your opinion, what are the benefits and challenges of working remotely?*
4. *What are your main professional development needs or aspirations?*
5. *Do you require any of the following reasonable adjustments for interviews?*
 - *Extra time*
 - *Assistance such as closed captions*

- *Option to interview without your camera on*
 - *An accessible car parking space at Clarence Lodge*
 - *An interview at a specific time of day (please suggest)*
 - *A British sign language interpreter*
 - *Anything else – please describe*
6. *Please include the following information in your covering letter (or CV):*
- *Your email address and / or telephone number that you are happy for us to use to contact you about your application*
 - *Your home address*
 - *The names and contact details for two work-related referees that we can contact if you are offered the job subject to references*
 - *A statement confirming whether you have the right to work in the UK*
 - *A note to let us know if the scheduled interview dates are possible for you and whether you would prefer a particular time of day.*

We will contact you on **Monday 3 February** if you are being invited to a preliminary interview, which will take place on Zoom on **Mon 10 February**. The interview will last up to 45 minutes.

Applicants shortlisted from the preliminary interviews will be asked to attend a second interview on **Wednesday 19 February** at Clarence Lodge, London SW15 5JW. The interview will last up to 1 hour.

We regret that we cannot accept late applications or provide feedback to all applicants. Feedback will be supplied on request only to candidates who have been invited to attend an interview.

The decision of the Froebel Trust is final and non-negotiable.

Key Dates	
1pm GMT on Tues 28 January 2025	Application Deadline
By 5pm on Mon 3 February	Applicants receive invitation to 1 st interview
Mon 10 February	1 st interviews held on Zoom (45 minutes)
By 5pm on Wed 12 February	Applicants told outcome of 1 st interview
Wed 19 February	2 nd interviews held at Clarence Lodge (1 hour)
By 5pm on Fri 21 February	Applicants told outcome of final interview
Week beginning 24 February	References requested for successful candidate
Early March	Job offer is confirmed subject to references
Between 31 March and 2 June 2025	Employment commences (start date negotiable)