

Person Specification

Job Title:	School and Volunteer Administrator
Service:	Coram Beanstalk
Reporting to:	Support Team Manager
Salary Range:	£14,790 per annum (£24,650 FTE) LLW will be applied if London based
Work Pattern	Tuesday morning is essential. Flexible between Monday to Friday - 8am to 6pm
Contract Type	Permanent

Knowledge, Skills & Experience	Essential / Desirable
Experience of providing a high standard of customer service, using known processes and own initiative to respond to the customer's needs.	Essential
Experience of working role requiring a high level of organisational and IT skills.	Essential
Experience of using and maintaining a database to manage records and handle processes.	Essential
Previous use of the Salesforce system.	Desirable
Key skills and Behaviours	
Excellent organisational and administrative skills, with demonstrated ability to meet deadlines.	Essential
Strong communicator both verbal and written and comfortable with speaking over video links.	Essential
Logical and analytical thinking combined with strong problem-solving skills and attention to detail.	Essential
An excellent level of IT literacy and proficiency with MS Office suite and other relevant software.	Essential
Good understanding of the Salesforce platform, its functionality and best practice.	Desirable

Other Requirements	
Commitment to Beanstalk's mission	Essential
Understanding of safeguarding	Essential
Commitment to equality, diversity and inclusion	Essential
Able to travel on occasion – Priority will be given to applicants within easy reach of our office on the Coram Campus in London	Essential
Access to a remote working area that is free from distraction and has a strong broadband connection.	Essential