



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Administrative Support Assistant
Place of Work:	SATRO Office, Surrey Technology Centre
Hours of Work:	Full time (flexible working or part-time is available)
Salary:	Dependent on experience and apprenticeship status Overtime will be paid at standard hourly rate to meet additional requirements as agreed in advance.

2. JOB PURPOSE

To provide a wide range of administrative functions in support of SATRO programmes and Head Office Functions:

- Administrative support to the delivery of workshops and events including the booking, planning, preparation of documents, presentations and materials for students and tutors.
- Ordering materials, collating kit and preparing materials for school delivery sessions.
- Administrative support to the collation of feedback, certification and trophies.
- Administrative support to the volunteer programme including communication, organisation and support to attendance at schools.
- An interest and willingness to be involved in supporting the delivery in schools of workshops and events to support tutors in their role.
- Administrative support to the smooth running of the office including the handling of enquiries, data processing, room bookings, ordering of supplies etc.
- Support to the smooth running of virtual events on Zoom/Teams.
- General support across SATRO programmes to the full staff team in periods of peak activity.

3. WORK PATTERN

The role is full-time based in our Guildford office with the flexibility to support the educational and office team in the delivery of workshops and events across Surrey and beyond. You will work closely with the whole team and particularly with our Marketing Executive & STEM Coordinator who will act as a mentor in the role.

We can offer some flexibility in working hours but will require periods of full-time attendance at events. Salary will be pro-rata. We are willing to discuss term-time only plus 2 weeks dependent on the applicant.

We are keen to attract applications from young people starting out on their career including applications from those wishing to undertake an apprenticeship as part of this role or as part of the Kickstart Scheme.

4. SATRO

SATRO is a long-standing educational charity working in Surrey and the adjacent counties. We provide STEM, Construction and Employability Skills workshops, qualifications and events into schools with the support of industry volunteers. Our aim is to inspire young people's interest in the world they live in, the technology they use and the career paths that are available to them. We work with students of all abilities from ages of 7 – 18 and beyond for special needs students.

The charity employs 16 staff at present with the majority working directly with students. Our small head office is at the centre of all activities and acts as the link between our tutors, teachers, students, industry and volunteers. The work is varied and ever-changing to meet the needs and interests of young people.

We are based in the Surrey Technology Centre at the heart of the Surrey Research Park, part of Surrey University. The Centre has a range of conference facilities and is host to the Hub which acts as the café to the park. We are also close to the Surrey Sports Park and on a bus route to the centre of Guildford and the station.

5. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Demands

Hours of work may vary due to attendance at events – in such situations time off in lieu is given with prior permission of line manager.

Mental Demands

Coping with the possible conflicting demands of different staff and different activities will require good time management but training and support will be provided.

Working Conditions

Post-holder will be based in SATRO offices but may also need to attend occasional meetings and events in schools or businesses throughout Surrey and borders.

6. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

You will need to:

- be quick to learn
- an interest in the education, STEM, Construction and Employability skills
- have a clear and confident telephone manner
- good PC skills, particularly knowledge of Microsoft Office
- happy to work independently
- be comfortable working in a very busy environment
- have a positive, 'can do' attitude
- be flexible regarding the tasks you may be given
- ideally have some experience of working in an office
- ideally have some experience working in youth organisations or education
- it will be an advantage if you hold a driving licence.

We will offer training and support appropriate to the chosen candidate.

The position will require a clean DBS check.