



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy of Administration Assistant.

More information about the position, including a Job Description, including a Job Description and Job Specification are enclosed.

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886922 or email recruitment@benjaminfoundation.co.uk

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk

Or by post to:

HR Department
The Benjamin Foundation
23-27 St Andrews Street
Norwich
NR2 4TP

The closing date for this position is Monday 21st September 9am.



The **Benjamin** Foundation

Administrative Assistant

**Part time – 20 hours per week over 4/5 days to include a Friday
Norwich**

Salary £8,788 per annum/£8.45 per hour + benefits

The Benjamin Foundation is looking to appoint an Administrative Assistant to work within our busy HR Department. The position will involve a broad range of administrative duties to support the HR Team.

Duties will include record keeping, data entry, reception cover (as needed) and assisting with volunteer activity within the organisation.

Applicants must be competent in the use of Microsoft Word and Excel.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach[®] which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive. All staff must adopt this approach and will be given information and training.

To apply, visit <http://benjaminfoundation.co.uk/jobs>
OR email recruitment@benjaminfoundation.co.uk
Tel: 01603 886925/8869522

Closing Date: Monday 11th September 9am
Interview Date: Thursday 21st September (Norwich)



The **Benjamin** Foundation

Administration Assistant

Job description

Job title:	Admin Assistant
Employer:	The Benjamin Foundation
Location:	Head Office - Norwich
Contract:	Permanent
Salary:	Living Wage - £8.45ph (£8,788)
Hours of work:	20 Hours per week, to be worked flexibly but ideally over 4/5 days (to include a Friday). A regular pattern will be agreed with the successful candidate.
Department:	HR Support Services
Reporting to:	HR Support Services Manager

Job purpose

1. To provide a wide range of administrative support to the HR Support Services Manager and HR Support Assistants

Main duties

General

1. To assist with recording employee information, sickness & absence, training & personal reviews onto Sage
2. Note taking
3. Copy typing
4. HR Team filing
5. Data Entry
6. Maintain a high level of confidentiality at all times
7. Reception cover as required

Recruitment and Selection

1. To assist with administration supporting the recruitment and selection process, including issuing new contracts and variations as required
2. Monitor probationary periods, completion/extensions and complete the necessary paperwork
3. Request references and monitor their progress

Volunteers

1. To co-ordinate volunteer activity across the organisation including but not limited to



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responding to enquiries (both individual and corporate), recruiting volunteers, supporting volunteers and managers and maintaining the volunteer databases

Payroll

1. Assist with the collation of payroll information from Managers
2. Filing of all payroll documentation

Training and Development

1. Co-ordinate and arrange core training as directed by the HR Team
2. Maintain personal development

Additional Duties

1. To undertake other duties required in accordance with the level of the post
2. To maintain key relationships and communications to a high standard at all times
3. To positively maintain the Culture and Ethos of The Benjamin Foundation
4. To contribute to the future success of The Benjamin Foundation leading by example
5. Remaining mindful throughout that the 'Services' are your customers and ensuring you are maintaining the highest standard of customer care at all times

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



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Administration Assistant - Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	5 GCSE's including Maths and English	E		Application Practical Test
Experience	Confident in dealing with people at all levels	E		Interview References
	Experience of working in a busy office environment	E		Interview
Knowledge & Skills	Administrative skills to include the ability to draft letters and forms	E		Practical Test References
	Excellent telephone manner / Customer service	E		Interview References
	Accuracy / Attention to detail	E		Application References
	Experienced in use of Microsoft Word and Excel	E		Application Practical Test
	Experience is using Sage Payroll & HR		D	Interview
Personal Qualities	Committed to personal development	E		Interview Reference
	Hard working, flexible and able to demonstrate common sense	E		References
	An ability to communicate clearly	E		Interview
	Personable & engaging	E		Interview References
	The personality and ability to relate positively to people from all backgrounds	E		Interview References
	An ability to think independently and work without constant supervision and micro management	E		Interview References
	Ability to work under pressure	E		References
	A sense of humour	E		Interview References
	Fair, reasonable & consistent approach	E		Interview References
	The determination to provide a high quality of service	E		Interview References
	Maintain a high level of discretion and confidentiality at all times	E		Interview References
	Trustworthy & Reliable	E		References
	Compassionate and empathetic	E		Application form Interview



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	Commitment to using the Nurtured Heart Approach [®] and ensuring other use it	E		Application Interview
Additional	Promote best practice at all times	E		Interview
	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview
	Commitment to equality and diversity policy of The Benjamin Foundation	E		Interview
	A willingness to undertake training appropriate to the post	E		Interview