

Job Description

Job Title:	Office and Events Administrator
Location:	Based at our Ely office Eligible for hybrid working involving some travel to DEMAT schools and external venues to support with events
Hours of work:	20 hours per week

Main Purpose

To assist our administration and events team by providing support with administrative tasks, as well as providing support with our DEMAT Together programme of events.

Key Duties and Responsibilities

To support our DEMAT Together events programme which celebrates bringing together our 39 primary school academies and features various events including our annual Carol Service, impossible questions lecture series, a football tournament and art exhibition.

- Support in the planning of events
- Arranging catering and hospitality for events
- Coordinating materials and equipment for events
- Supporting onsite event management during events as required
- Organising travel itineraries
- Collect and collate key event data which enables assessment for future planning
- Manage the administration of post-event feedback surveys
- Liaising with stakeholders including senior leaders, school staff, guests and third parties
- Managing and responding to emails
- Monitoring office admin requests
- Scheduling meetings
- Providing cover for members of the admin and events team as required
- Updating internal Sharepoint; maintaining file management systems
- Support the team in the delivery of its objectives, demonstrating a 'can do' attitude and willingness to take ownership of tasks and some processes.

The main duties and responsibilities are not intended to be exhaustive. Job descriptions are reviewed annually. The post involves travel to schools and on occasion the need to work outside of normal working hours.

Person Specification

Qualifications	Essential	Desirable
Education to at least GCSE standard, including English and Maths	✓	
Experience		
Previous experience of working in an office environment	✓	
Previous experience of event planning/organisation		✓
Ability to work as part of a team	✓	
Skills, Attributes and Knowledge		
Strong written and verbal communication skills	✓	
Demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Excellent organisational/time management skills with evidence of ability to prioritise a busy workload	✓	
Willingness to take responsibility for tasks and plan to achieve a target.	✓	
Excellent IT skills and knowledge of Microsoft 365 / Google Workspace and database/systems	✓	
Knowledge of Microsoft Teams, Eventbrite and Zoom		✓
Appreciation of absolute confidentiality of information at all times	✓	
High level of attention to detail and high level of accuracy	✓	
Knowledge of GDPR		✓
Personal Qualities		
Resilience working to tight deadlines	✓	
Flexibility with hours and occasional travel (agreed in advance)		✓
Integrity, trustworthy, honest and open	✓	
Demonstrate a keenness to learn and take direction	✓	
Excellent relationship building/interpersonal skills	✓	

Love
Community
Respect
Trust
Ambition