

JOB VACANCY AT FINSBURY PARK TRUST (recruitment arranged through HACKNEY WORKS)

Centre Administrator

Closing date: Fri Jun 28th

Location: 225 - 229 Seven Sisters Road, N4 2DA

Salary: £12 - £15 per hour

Contract: Part time - One year fixed term - 21 hours per week (10am - 2/2.30pm)

Sector: Administration (Charity)

About this job

Job Description

the purpose of the post is to manage the reception area at the Finsbury Park Trust. Also to provide administrative support to the Director. You will provide a seamless service to the local community. You will be expected to:

- Be the face of the trust, actively engaging and promoting all community projects and events taking place at the centre and the local area.
- Be the frontline initial contact for visitors or enquiries to the centre, whether in person, email, or on the phone.
- Give site visits to potential hirers and follow bookings procedure as per FPT policy and ensure bookings run smoothly, professionally and to the needs of the clients.
- Issue invoices to clients and maintain record keeping of financials and communications.
- Provide day to day support to the trust director.
- Contributing to the maintenance of a healthy, safe and secure environment.
- Liaise with the cleaning staff/company and give instructions where necessary to maintain the highest standards of hygiene and cleanliness.

Key Responsibilities

- Working alongside and liaising with the centre manager on a close basis to ensure a professional and productive running of the centre.
- Regular meetings with the Director and Finance officer to maintain up to date client lists/refunds/invoices.
- To provide high quality and responsive reception and facilities management services
- Provide general administrative support to the Director.
- Provide a welcoming and positive introduction to the FPT centre for all callers, whether on the telephone, via email or face to face whilst maintaining an accurate record of caller details as required.
- Ensuring facilities are prepared for visitors, including the provision of additional equipment and refreshments should they be required for activities and events.
- Ensuring minor repairs are logged, and reported to the centre manager and completed in a timely fashion. Any major repairs should be discussed with the centre manager and reported to the relevant organisation/agency.
- Monitor completion of works and chase if/when required.
- Carry out alarm test and drills in line with FPT and RCC health and safety requirements.
- Collection of hiring fees for FPT facilities as and when required.
- Carry out regular administrative tasks: photocopying, management of spreadsheets, and reporting.
- Participate in regular meetings and supervision as and when required and to take up any training offered.
- Help to implement and to abide by FPT's policies and principles related to equal opportunities with all works undertaken.

Specific Duties

House Keeping;

- Day to day cleaning - kitchen, meeting room, and reception area
- Room setting - helping in moving tables and chairs, opening up rooms to combine rooms 2 and 3 when required.
- Making sure items are returned to correct locations.
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Kitchen;

- Making sure dirty dishes are placed in the dishwasher, emptied when completed and placed in the right cupboards.
- Microwave, kettles, hot water caddies, fridge and freezer are all kept clean and tidy.
- Removal of garden bulk waste, and ensuring no long term waste is located in the garden.
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Room Setting;

- Main hall storage is arranged in a safe, clean, and tidy manner.
- Setting up refreshments for meetings.
- Set up of meeting room resources when required eg flipchart board.
- Mail sorting and post office deliveries.
- Placing orders for materials such as cleaning products
- maintaining staff refreshment stock levels.

this job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changing business needs and service developments. Any changes will be fully discussed with the post holder. the post holder may be required to carry out other duties appropriate to the seniority and scope of the post.

PLEASE ENSURE TO UPLOAD AN UP TO DATE COPY OF YOUR CV UPON APPLYING TO THIS ROLE VIA THE REGISTER YOUR INTEREST BUTTON.

INTERVIEWS TO BE SCHEDULED FOR WEEK COMMENCING JULY 8TH.

Register your interest

Register interest with our Hackney Works team who will link you to the employer & partners.

This service is for Hackney residents but if any of the following apply to you then please call 020 8356 5700

1. You are being housed in Hackney Council temporary accommodation outside the borough.
 2. You have Hackney Council as a corporate parent, i.e. you are or were in care.
 3. Went to Hackney school or college
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