

## Administrative Support and Teaching Assistant

**Accountable to:** CEO

**Location:** The Pompey Pirates Ship with the flexibility to work from home when not delivering sessions.

The Literacy Hubs are looking for an administrator for twenty five hours a week to support the charity in it's administrative functions as well as supporting at sessions.

Supporting the delivery of the learning programme by:

- You will work alongside our teachers (session leads) and support small groups yourself.
- Supporting at sessions - ensuring all volunteers and children are safe, acting as a fire marshal, greeting and dismissing students safely
- Supporting with session set up
- Supporting with session clear up
- Monitoring attendance of volunteers and students
- Managing resources and paper work for sessions
- Support with opening and lock up of the building
- Support with the invoicing to schools

The Administration of all volunteer operations. This includes:

- Processing DBS checks
- Overseeing the volunteer database
- Coordinating the volunteer training process
- Coordinating volunteer comms including newsletters etc
- Coordinating volunteer events



**Other details:**

- £19,500 pro rata
- Fixed term position with the view to becoming permanent after three months
- Post start date: December

**How to apply:**

Send your CV and a covering letter detailing why you are suited to the role (600 words max) to [becca@theliteracyhubs.co.uk](mailto:becca@theliteracyhubs.co.uk)

Applications close on Sunday 8th November 2020. We will be running a rolling interview process so we strongly advise that you apply as soon as possible