

MEI Administration Assistant Job Description

Post Title:	MEI Administration Assistant
Location:	Trowbridge
Line Manager:	Janice Richards
Rate of Pay:	£17 – 20K
Contract:	1 year, with possibility of extension
Hours:	Full-time, 37.5 hrs per week
Ref:	MEI/02
Application:	Please apply by email to office@mei.org.uk , attaching CV.
Closing Date:	Applications must be received by 01/07/11. Applicants who have not heard from us by 08/07/11 should assume that they have not been successful on this occasion.
Special Conditions:	This post may involve occasional time away to take part in conferences.

About this role

MEI is an independent UK curriculum development body and a membership organisation for teachers. It provides a professional development programme to enhance teachers' skills; provides tuition to students and raises awareness of mathematics among students, schools and colleges. MEI also manages the Further Mathematics Support Programme (FMSP), a government-funded programme that provides universal access to students who wish to study AS/A level Further Mathematics.

This role involves supporting various aspects of MEI's work.

Job description

As part of a small administration team based at our central office, you will play a vital role in MEI's operation, ensuring the effective administration of its systems. Your work will involve a variety of tasks including liaison with people both within and external to MEI.

Main duties and responsibilities

- The administration of MEI student tuition. This involves recording bookings and payments, and liaising with students, tutors, schools and colleges.
- The administration of enrichment events organised by the FMSP. This involves recording bookings and payments, and liaising with the event organisers.

- Maintaining membership records and records of organisations that have registered with MEI. Correspondence with members and associate organisations.
- Simple maintenance of the content of MEI websites.
- Providing support and advice to FMSP Area Coordinators, schools/colleges, teachers, students and parents by e-mail and telephone.
- Other work of a similar nature, as required.

Person Specification

- IT literate with a good working knowledge of Microsoft Office applications; previous experience of website maintenance would be an advantage.
- Excellent organisation and interpersonal skills.
- The confidence and ability to work flexibly and on your own initiative.
- The desire and commitment to provide excellent service.
- Able to provide effective support and advice by e-mail and telephone, with a good standard of English and a confident and courteous manner.
- Able to plan, prioritise and organise own work, and to use initiative in solving problems.
- Able to work well as part of a team and willing to support others with a wide range of tasks.
- Self-motivated. Quick to learn and willing to develop new skills.
- Willing and able to undertake occasional visits to other locations.
- Previous experience in a similar role would be an advantage, as would experience of working in an educational setting and an interest in mathematics and/or education.