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# ADMINISTRATIVE ASSISTANT

## *Recruitment Pack*



The Institute for  
Research in Schools

[www.researchinschools.org](http://www.researchinschools.org)

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# Administrative Assistant

## *Recruitment Pack – February 2024*

**Role:** Administrative Assistant

**Responsible to:** Director of Finance & Operations

**Working hours:** 37.5 hours per week

**Contract:** Fixed-term appointment for a maximum of 13 months, ideally from 1<sup>st</sup> April 2024

**Location:** Home-based with some travel throughout the UK

**Benefits:** £22,000 + 10% pension + 30 days leave

We are keen to recruit from as wide a talent pool as possible, in terms of both personal and professional background. We welcome applications from anyone, regardless of age, sex, disability, ethnicity, gender identity or personal circumstances.

### **About IRIS**

The Institute for Research in Schools (IRIS) wants to change the culture in UK education so that authentic research and innovation is part of every young person's experience.

We have an opportunity for an Administrative Assistant to join us on fixed term contract, as maternity cover. We need someone who can provide strong administrative support for the effective delivery of all matters relating to our operations, finances, human resources and events for IRIS and our remote team.

We are looking for someone who has experience of maintaining financial records, working with accountants to produce monthly and annual reports, as well as with colleagues to ensure that expenses and payroll are processed each month.

The right candidate will have strong skills in terms of operational support, liaising with colleagues and partners, providing support to meetings, organizing business travel and being a key first point of contact for external service providers. They will be an excellent and professional communicator, both on the telephone and by email.

They will also have experience and ability to support the preparation and delivery of our events, including our student research conferences and IRIS Awards.

A high level of IT skills will be required, with experience of Salesforce, or similar CRMs a distinct advantage, alongside knowledge of Microsoft365.



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What the job looks like and what you'll be doing:

- **Financial Management:** maintain QuickBooks on a weekly basis, ensuring that payments are processed and recorded, liaising with our accountants to produce monthly and annual reports.
- **Operations:** handle telephone enquiries and emails, liaising with colleagues, partners and external service providers. Ensuring that Salesforce is updated with data arising.
- **Human Resources:** Providing HR administration support as required, e.g. absence tracker, DBS, training tracker, onboarding arrangements, induction planning, etc.
- **Events:** liaise with venues, caterers and associated supplier to support delivery of IRIS events. Working alongside colleagues in the development and delivery of these.

You can find more details about what we are looking for in the right candidate in the job description below.

## About IRIS

The Institute for Research in Schools (IRIS) was founded on the belief that young people have the capacity to change the world. If their education empowers them with the right tools, school-aged students can contribute to the community of scientific research right now.

Despite the evolution of IRIS over the last few years, this founding belief continues to be central to what we do. Our mission is to change the culture in UK education so that authentic research and innovation is part of every young person's experience. We do this by:

- Creating opportunities for students to participate in cutting-edge STEM research and collaborate with leading universities and institutions while still at school
- Evidencing the impact of students carrying out research while still at school
- Facilitating a research culture by influencing and demonstrating best practice of STEM research and innovation in schools.

As a charity, everything we do is driven by our moral purpose; to capture talent and break down barriers that impact underrepresented young people in STEM.



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## How to apply

We are inviting applications via submission of a Curriculum Vitae and a letter of no more than 2 pages outlining why you feel are suitable for the role by referring to the person specification, providing evidence and why you would like to work for IRIS. Please also complete and return the Equality & Diversity form with your application.

If you wish to have an informal conversation about the role prior to applying, please contact Martin Keat, Director of Finance & Operations, by email at **info@researchinschools.org**, ensuring that the subject of your email is 'Administrative Assistant Recruitment.'

The key dates to note for the recruitment process:

- **9am on the 27<sup>th</sup> February 2024:** Deadline for applications, which should be emailed to **info@researchinschools.org** with the subject heading *IRIS – Administrative Assistant*.
- **5pm on 28<sup>th</sup> February 2024:** Candidates will be notified of their invitation to a shortlisting interview which will be conducted via Zoom. *If you have not received an invitation to interview by this date you should assume that you have not been shortlisted.*
- **5<sup>th</sup> March 2024:** Shortlisting interviews via Zoom.
- **5pm 6<sup>th</sup> March 2024:** Shortlisted candidates will be notified of their invitation to interview.
- **12<sup>th</sup> March 2024:** Formal interviews for all shortlisted candidates will take place in London or Birmingham.

Please note that candidates must have the right to live and work in the UK. The successful candidate will be employed under UK law. Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. An online search based on the information provided by applicants will also be conducted. Appointment will be contingent on a satisfactory Enhanced DBS check.

**Please note IRIS does not provide feedback to applicants who are not invited to interview.**



<b>Job Description</b>	<b>Administrative Assistant</b>
<b>Responsible to</b>	<b>Director of Finance &amp; Operations</b>
<b>Working hours</b>	<b>37.5 hours per week – 13-month fixed term contract</b>
<b>Location</b>	<b>Home working</b>
<b>Benefits</b>	<b>£22,000pa + 10% pension + 30 days leave</b>
<b>Purpose of the Job:</b> Provide administrative support for the effective delivery of all matters relating to the operations, finances and human resources of IRIS.	
<b>Main Duties</b>	
<b>Financial</b>	
<ul style="list-style-type: none"> <li>• Maintain and update QuickBooks on a weekly basis, ensuring that all invoices / payments are processed, income noted and transactions accurately recorded.</li> <li>• Liaise with the accountants on the provision of information supporting monthly and annual reports.</li> <li>• Processing of staff expenses at the start of each calendar month.</li> <li>• Liaise with payroll each month and ensure payment of all staff by the 28<sup>th</sup>.</li> </ul>	
<b>Operational</b>	
<ul style="list-style-type: none"> <li>• Monitoring the info@ mailbox, responding to queries or forwarding to appropriate colleagues.</li> <li>• Handle telephone enquiries on behalf of IRIS, directing them to appropriate colleagues.</li> <li>• Meeting support, including minute taking, scheduling, agenda preparation, etc.</li> <li>• Liaising with couriers on all matters of collection and delivery, acting as the key internal contact for IRIS.</li> <li>• Monitoring service contracts with all suppliers.</li> <li>• Providing HR administration support as required, e.g. absence tracker, DBS, training tracker, onboarding arrangements, induction planning, etc.</li> <li>• Business travel, accommodation and meeting room arrangements for all colleagues.</li> </ul>	
<b>Events</b>	
<ul style="list-style-type: none"> <li>• Support for the identification, booking and payment of venues, catering and associated services, for conferences, awards, etc.</li> <li>• Regular liaison with colleagues on the development, implementation and monitoring of event plans for conferences, awards, etc.</li> <li>• Support for the on the day delivery of all events.</li> <li>• Processing of bursaries and expenses claims from all partners involved in events.</li> <li>• Liaison with schools for event registrations, permission forms, travel, accommodation, etc.</li> </ul>	
<b>Salesforce</b>	
<ul style="list-style-type: none"> <li>• Monitoring and processing enquiries from new schools, noting these on Salesforce and associated liaison with colleagues, as appropriate to the enquiry.</li> <li>• Supporting colleagues with the inputting of data and the maintenance of records on Salesforce.</li> </ul>	
<b>This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity</b>	



<b>Personal Specification</b>	<b>Senior Administrator</b>	
<b>Criteria</b>	<b>Essential attributes</b>	<b>Assessment</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent.</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum 1 years' experience working in a similar administrative position.</li> <li>Use of CRM systems.</li> <li>Processing expenses and invoices</li> <li>Liaising with a remote team and variety of stakeholders</li> <li>General administrative duties</li> <li>Discreet handling of confidential and sensitive information.</li> </ul>	Application / Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge and experience of using QuickBooks or equivalent bookkeeping / accounting software.</li> <li>Knowledge of Microsoft Office, particularly Excel and Outlook.</li> <li>Knowledge of Salesforce, or equivalent CRMs.</li> </ul>	Application / Interview
<b>Skills &amp; Competences</b>	<ul style="list-style-type: none"> <li>Excellent IT and data management skills.</li> <li>High standard of written and spoken English</li> <li>Ability to communicate effectively and confidently at all levels.</li> <li>Be able to operate at a fast pace and be resilient in managing high workloads</li> <li>Excellent organisational skills, including a calm, structured approach to prioritisation and time management</li> <li>Ability to work under pressure to agreed deadlines and adapt to change</li> <li>Ability to work from own initiative</li> <li>Ability to adopt a flexible approach to working to fulfil the requirements of the role and meet business need</li> <li>Consistency throughout all work</li> </ul>	Application / Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Attention to detail.</li> <li>Willing to work at all levels and adaptable to the situation or task in hand</li> <li>Personal drive, energy, integrity, adaptability and responsibility</li> <li>Polite, friendly and approachable manner</li> <li>Ability to promote a professional image of the Institute at all times</li> </ul>	Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>Able and willing to work outside normal office hours, including weekends</li> <li>Able and willing to travel within the UK to support IRIS's work</li> </ul>	Application / Interview

