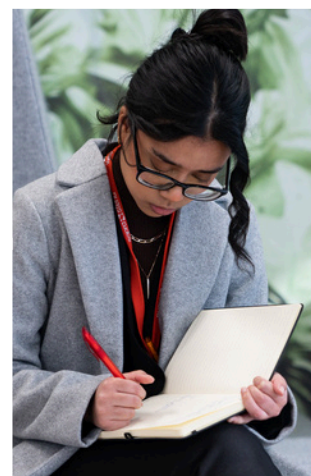
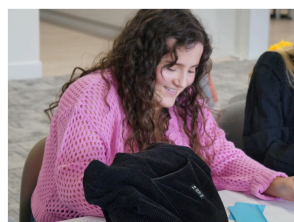


Administrative Assistant

August 2025



Administrative Assistant

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|------------|---|
| Salary | £24,570 FTE (£14,742 Pro Rata) |
| Location | Hybrid, preferably with one day per week in Villiers Park's office in north Cambridge |
| Contract | Part-time 0.6FTE (must include Wednesdays) |
| Reports to | Finance and HR Manager |

Job Purpose

We are looking for an Administrative Assistant to join Villiers Park from autumn 2025. The Administrative Assistant will play a crucial role in helping us to run efficiently so that we can deliver highly impactful programmes that make a difference to young people's futures.

You will be working with a small and dedicated team, who are based across the country. We are looking for a colleague with excellent planning and organisational skills, who is personable and develops strong working relationships, and happy to take on a range of administrative tasks.

Your line manager will be our Finance and HR Manager, and you will support a range of teams, including Finance, Communications, Programmes and Fundraising.

The role is hybrid and 0.6 FTE with flexibility as to how the hours are worked. This could be three days a week or spread over four or five days. We have an office in north Cambridge and are ideally looking for a candidate who would be able to spend at least one day a week here. We will consider a home-based contract for candidates who don't live locally.

Safeguarding

Villiers Park Educational Trust is committed to safeguarding and to providing a safe and supportive environment, which secures the well-being and best outcomes for the young people with whom we work.

Safeguarding is embedded in all aspects of Villiers Park's work and integral to the commitment we make to our schools, partners and the young people and communities we serve/work with. All employees and volunteers are expected to share this commitment by adhering to our organisational safeguarding procedures, attending regular in-house training and keeping up to date with developments in policies and legislation.

The candidate will also agree to undergo a Basic Disclosure and Barring Services check and successfully complete our mandatory online training courses

About Villiers Park

Organisational Values



Fairness: We strive for justice and argue unwaveringly for fairness in a world of compromise, prejudice, inequality and deeply entrenched disadvantage.



Empowerment: We are passionate about working with individuals to enable them to find the skills and resources within themselves to flourish and have healthy futures.



Aspiration: We continually seek ways to improve what we do, how we do it, and the impact we have on the world around us.



Courage: We create an environment where we can be courageous by speaking and listening openly. We know that courage means taking risks and support others to learn.

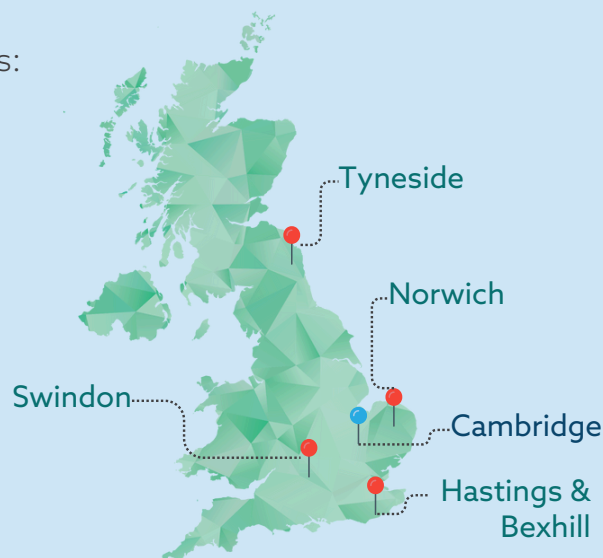
Who we are

- Villiers Park Educational Trust is a national social mobility charity committed to empowering young people to realise their potential.
- We have been working with under-represented young people in areas with historically low access to higher education and careers opportunities for the last 100 years, helping them to achieve better life outcomes.

What we do

- We are experts in working with young people aged 14-19 from under-represented backgrounds. We believe every young person should have an equal opportunity to excel at school, at university and into their careers.
- Our unique and highly-tailored programmes increase aspirations for learning and motivation, develop academic, employability and personal skills and raise attainment.

Our Hub Locations:



Main Duties and Responsibilities:

- Coordinate travel bookings across Villiers Park, liaising with budget holders and the Senior Leadership Team to ensure that travel and accommodation bookings are made cost-efficiently, consider environmental sustainability and organised in advance as much as possible.
- Keep track of costs for travel and hotel bookings, supporting the Finance Manager and budget holders with credit card reconciliation.
- Assist the Finance Manager with processing of monthly invoices and staff expenses.
- Organise department and all staff meetings, and keep our central organisation calendar up to date.
- Organise Board and Committee meetings, liaising with the Chief Executive to coordinate a calendar of meetings throughout the year.
- Assist the Communications Manager with updates to our social media channels and website.
- Be a key point of contact for supporters, responding to individual supporters with timely thank yous and supporting the Fundraising team with administrative tasks around mailings, gift aid and keeping the CRM database up to date.
- With the Finance and HR Manager, keep induction and training records up to date on Sage HR and support colleagues with bookings for training courses.
- Support with recruitment administration, for example, liaising with candidates and colleagues to arrange interviews and responding to queries about vacancies.
- Assist with the arrangements for visits and events, helping with event logistics and administration.
- Coordinate stationery orders and office administration requests.
- Coordinate responses to incoming queries, by working with colleagues across different teams to respond and share relevant information in a timely manner.

This list is not exhaustive and the post-holder will be required to undertake other tasks relevant to the role and within their capability.

Essential skills and attributes

- Excellent communication skills and ability to build good working relationships internally and externally.
- Task-focused with strong planning and organisational skills.
- Ability to prioritise tasks, use initiative, and manage a varied workload.
- High levels of accuracy in your work with a keen eye for detail.
- Excellent IT skills, especially Microsoft Office including Sharepoint, Outlook and Teams.
- A team-player who is personable, curious and empathetic, and who enjoys working with colleagues across a range of projects.

- Previous experience and/or a willingness to learn about how to use a CRM database and Finance and HR systems such as Xero and Sage HR.
- A commitment to learning and professional development.

Desirable skills and experience

- Prior use of Villiers Park's CRM, Salesforce.

Employee benefits

- 26 days annual leave plus bank holidays and additional leave over Christmas (pro-rated)
- A dedicated wellbeing day for you to take at any time and three days (pro-rated) paid leave for volunteering or study each year
- Training and professional development, including termly staff development days
- Support from our mental health champions and access to an employee assistance programme
- Opportunity to join working groups with other colleagues from across the organisation as well as wider networks such as the Fair Education Alliance
- Flexibility in working hours
- Additional sick pay and compassionate leave policies.