

## JOB OPPORTUNITY

### Office Administrator



**HOURS:** 24 hours per week

**PAY:** NJC Scale: 6-9

£20,394 - £21,641 (pro-rata)

**LOCATION:** Southcote, Reading

**CLOSING DATE:** 17th July 2022 (midnight)

*A great opportunity has arisen to join Home-Start Reading, a local family support charity, based at our office in Southcote. You will be responsible for ensuring that our services are delivered to high standards by providing administrative support to a team of staff and volunteers.*

**We are looking for someone with \*\*\***

- ★ administrative experience
- ★ good communication skills
- ★ an eye for detail
- ★ the ability to organise and to meet deadlines
- ★ a positive and supportive attitude
- ★ a willingness to learn
- ★ experience of database management
- ★ experience of working with Microsoft Office

**If you would like an informal chat about this role, please call Kelly on 0118 956 0050 or 07483 114 635**

**If you would like to apply, please email us for the application form, job description and person specification: [kelly@home-start-reading.org.uk](mailto:kelly@home-start-reading.org.uk)**

*Home-Start Reading is committed to safeguarding and promoting the welfare of children, young people and adults at risk. An enhanced DBS disclosure is required for this job role.*

*Home-Start Reading is committed to Equality and Diversity in its recruitment and work.*