**Office Administrator - £20k per annum**

**Administrator with responsibility for the development of systems supporting course programme delivery**

This a fixed-term, full-time post providing administrative support to the Poetry School’s core course programme, with additional responsibility for assessing and developing the systems supporting the delivery of the School’s programme, including its web-based databases.

In the 12 month term of the post, the post-holder will be expected to administrate the Poetry School's course programme and undertake an assessment of current systems, recommend improvements and project manage their implementation

This post is suitable for an arts administration or business graduate, or similar, looking to gain experience in a growing arts organisation.

**Principal duties**

* Provide administrative support to the core course programme, with some ad hoc support to the organisation as a whole, including processing incoming student bookings, calls, emails and enquiries
* Assess, maintain and develop course administration systems, including web-based databases, in conjunction with relevant members of the staff team

**Person specification**

Essential

* Excellent written and verbal skills
* General IT skills, including a good knowledge of Office Suite applications
* Project management skills
* Knowledge and understanding of the design and management of administrative systems, electronic and manual, including databases

Desirable

* Experience working in an administrative role
* Experience working in a similar organisation
* Knowledge and understanding of current marketing and sales technologies and platforms

Apply by **June 27th**. Send in CV and covering letter to [jobs@poetryschool.com](mailto:jobs@poetryschool.com)