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# Administration Assistant

## Job Description

### About the role

The Institute for Research In Schools (IRIS) is a great place to work. As a small charity that launched in 2016, IRIS develops opportunities for secondary students and post-16s from all backgrounds to participate in authentic science research while in school.

IRIS is now seeking an Administration Assistant to support colleagues across the team with administration tasks. Reporting to the Director of Operations, this is a newly created, and exciting, opportunity for an Administration Assistant who is proactive and organised to join our growing team and support team members with our new operational plan.

### Responsibilities

You will be responsible for:

- Monitoring the mailboxes, responding to queries or forwarding to appropriate colleagues
- Processing team expenses and credit card purchases using QuickBooks
- Processing invoices using QuickBooks
- Liaising with couriers, schools and our IT partners to manage equipment loans
- Arranging team meetings including room booking, preparing the agenda and supporting documents and taking notes
- Supporting colleagues with travel bookings
- Providing HR administration support as directed
- Monitoring and processing enquiries from new schools on Salesforce
- Supporting colleagues with the inputting of data and maintenance of records on Salesforce
- Preparing recipient lists for different stakeholder groups
- Supporting internal communications and communicating with key stakeholders across our platforms as directed
- Supporting the organisation of events and liaising with stakeholders as directed
- Undertaking any other tasks as assigned by the Director

### Experience & Skills

You will be able to demonstrate:

- Experience of working as an administrator, or equivalent qualifications or training, including updating CRM systems, processing expenses and invoices,



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liaising with a team of colleagues and different stakeholders and general administrative duties

- Good working knowledge of MS Office, including Outlook, Word, Excel and PowerPoint
- Previous experience of using an online CRM system and an online sales and invoice tracking system (specific experience of Salesforce and QuickBooks is not needed as training will be given)
- Excellent organisational skills with the ability to manage your own time, prioritising tasks to meet tight deadlines as required
- Discretion and ability to handle confidential information
- Strong attention to detail skills
- Experience of working as part of a team
- Strong communication skills, both written and verbal
- Experience of building strong relationships with stakeholders at all levels

### **Remuneration, working pattern and other requirements**

This is a part-time (30 hours per week), permanent role that is home-based. Hours are to be worked flexibly between Monday-Friday. When restrictions are eased, some travel will be required for team meetings (usually London or Edinburgh every second month) and for a few summer events across the UK.

The salary is in the range £18000 - 20000 per annum (pro-rata) depending on the candidate's skills and experience.

We offer a range of benefits including 30 days annual leave (pro-rata), office closure over the Christmas season, 10% employer pension contribution, group life assurance and critical illness cover.

The post is subject to obtaining satisfactory references, satisfactory completion of the right to work check, signing a contract of employment and successful completion of a probationary period.

### **Application process**

Please send a CV and cover letter to [submissions@researchinschools.org](mailto:submissions@researchinschools.org) by 5pm Friday 9 July.

Interviews will take place 20 July with a start date for late August/early September expected.

