

## Job Description

<b>Job Title</b>	<b>Office &amp; HR Administrator</b>
<b>Department</b>	<b>Central Services</b>
<b>Reporting To (Job Title)</b>	<b>Business Manager</b>
<b>Responsible For (number of reportees)</b>	<b>0</b>
<b>Date of Issue</b>	<b>18/09/2025</b>
<b>Benefits</b>	Salary: £26,500 Pension: (7% employer contribution) Life Assurance Private Healthcare
<b>Location</b>	Your place of work is Holly House. There is an expectation that you will spend 100% of your working time at Holly House.

<b>Role Purpose</b>
Reporting to the Business Manager, this role will provide essential administrative support in relation to the ongoing daily management of Holly House and its staff and volunteers.
<b>Key Tasks and Responsibilities</b>
<p><b>Management of The Smallpeice Trust Properties</b></p> <ul style="list-style-type: none"> <li>• Support the day-to-day running and maintenance of Holly House:</li> <li>• Ensure the office equipment, security and fire installations are regularly maintained and serviced.</li> <li>• Ensure we have sufficient general stock for Holly House e.g., stationary, office equipment, refreshments, and other office supplies as relevant</li> <li>• Provide reception support, including answering the door, dealing with postage, couriers and switchboard cover if required</li> </ul> <p><b>HR and Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people through: <ul style="list-style-type: none"> <li>• Maintaining the filing for the Trusts Safeguarding documentation</li> <li>• Following Safer Recruitment procedures, including processing reference and disclosure checks for all posts at the Trust</li> </ul> </li> <li>• Maintain the filing for personnel records for all staff, supervisors, mentors and any other third parties, ensuring all records are complete and up to date.</li> <li>• Administer the effective onboarding for new staff and trustees through induction.</li> <li>• To support our Investors in People commitments through collating training needs, providing data on Learning &amp; Development activities undertaken and helping to organise training activities.</li> <li>• Provide administrative assistance with health schemes and other employee schemes.</li> <li>• Monitor and maintain up to date records on the HR system.</li> <li>• Support where necessary the writing and printing of general letters.</li> <li>• Maintaining confidential information at all times to ensure discretion when dealing with personnel issues.</li> </ul>

- Issue paperwork relating to the annual Appraisal Process and monitor progress against agreed dates.

**Health and Safety**

- Become a qualified First Aider at Work and be prepared to administer first aid in the office.
- Become a Fire Marshal for the office.

**General**

- Maintain accurate records in relation to supplier information and associated contracts.
- Ad-hoc projects to support the development and the growth of the organisation.
- This job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be requested of you by the Business Manager or Director of Internal Operations.

**Key Deliverables & Results**

- Support safeguarding across the Trust, particularly around safer recruitment and file management
- Provide HR administration for the Trust
- Administer the requirements of the estate of the Smallpeice Trust.

**Key Relationships**

- Senior Leadership Team
- Leadership Team
- Central services Team
- External Contractors

**Safeguarding responsibilities**

- Take responsibility for promoting and safeguarding the welfare of children and young people. This includes working in environments where children and young people may be present.
- Be aware of and ensure strict compliance with the Trust’s Safeguarding policies and procedures and Code of Conduct.
- Report any safeguarding concerns, no matter how small.
- Undertake all safeguarding training as directed.

**Data security responsibilities**

- Maintain confidentiality of data and information that is sensitive to the Company, in line with Company policy and the Data Protection Act.
- Be aware of responsibilities under the requirement of the Data Protection Act 2018 and ensure strict compliance with the Trusts Data Protection policies and procedures.
- Minimise the risk of data security breaches by ensuring all Trust confidential data is handled and processed securely.
- Report all data breaches immediately so that swift containment action is taken.
- Undertake all data protection training as directed.

**Health and Safety Responsibilities**

- Be aware of and ensure strict compliance with the Trust’s Health and Safety policies and procedures.
- Take a proactive approach to managing their own and others Health & Safety.
- Take reasonable care of own and others personal health and safety when carrying out the Trust’s activities.

- Report any potential health and safety risks or hazards to line managers.
- Undertake all health and safety training as directed.

**Standard Requirement of all positions**

All employees are required to:

- Be flexible in their duties/responsibilities and perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
- Adhere to all Company's policies.

All employees must be willing to live The Smallpeice Trust Values and Behaviours:

- **Excellence** - Strive to be the best in all we do and how we deliver it
- **Collaborative** - Supportive of each other and our partners, and work together to achieve the best outcome
- **Inclusive** - Welcome diversity and create safe spaces where everyone can be themselves
- **Inspirational** - Motivating and encouraging, finding fun in failure and perfection in imperfection
- **Innovative** - Advocate for change by seeking new and different ways of working

<b>Person Specification</b>	<b>Essential (Yes/No)</b>	<b>Desirable (Yes/No)</b>
<b>Experience: (minimum needed to be able to undertake the role)</b>		
Substantial administrative experience (2 years +)	<b>Yes</b>	
Excellence administrative skills, including the ability to accurately manage and process large volumes of data at peak times.	<b>Yes</b>	
Excellence communication skills (both written and oral) and interpersonal skills, with the ability to build and develop effective working relationships within the wider organisation.	<b>Yes</b>	
Excellent organisational and time management skills, with the ability to work on own initiative and deal with conflicting priorities	<b>Yes</b>	
Possess strong problem-solving skills with keen attention to detail.	<b>Yes</b>	
A thorough and methodical approach to your work	<b>Yes</b>	
Ability to maintain a high level of professionalism and confidentiality at all times	<b>Yes</b>	
Flexible and keen to learn and develop within the role.	<b>Yes</b>	
Committed to continuous improvement	<b>Yes</b>	
Proficient in using Microsoft office suite, especially excel.	<b>Yes</b>	
Experience of using databases		<b>Yes</b>
<b>Live, and inspire others to live, the Smallpeice Trust values</b>	<b>Yes</b>	
Experience in a role that included providing HR administrative support		<b>Yes</b>
Experience of providing administrative support to an office	<b>Yes</b>	

**Essential Skills must be satisfied at Application/CV stage to be selected for Interview.  
Desirable Skills should be used as a tool to distinguish between applicants to select for Interview.**



**Unsure about applying?**

Research shows that many individuals, especially women and those from marginalised groups, may hesitate to apply for jobs unless they meet every requirement. You might feel like you don't tick all the boxes, perhaps due to a confidence gap or impostor syndrome, especially if you've faced exclusion or marginalisation in the past. We understand this, and we encourage you to apply anyway. We are committed to working with you and supporting your growth.

**The Smallpeice Trust**

The Smallpeice Trust is an energetic and independent educational charity that exists to address the shortage of engineers in the UK by engaging and inspiring young people aged 9 – 18 to choose pathways that can lead to a career in engineering. Our vision is to inspire increasing numbers of young people to acquire Life, Leadership and Engineering skills, in order to increase the number of engineers in the UK, in order to enable society.

The Trust has a specific focus on widening the engineering talent pipeline through the engagement and inspiration of student groups currently underrepresented in engineering e.g. females and less advantaged students.

Endowed in 1966 by Dr Cosby Smallpeice, a self-taught engineer, The Smallpeice Trust has a reputation for delivering professionally executed engineering programmes for young people, including Arkwright Engineering Scholarships, residential courses, one-day STEM events, and engineering projects. Our programmes are made possible through support (both financial and non-financial) from private, public and third sector partners. The Trust is undergoing a digital transformation, with extensive programme development underway in order to ensure the Trust can achieve its vision in new and innovative ways.

*“Scientists study the world as it is, engineers create the world that has never been “*  
- Theodore von Karman

For more information visit <http://www.smallpeicetrust.org.uk>

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, accountabilities or responsibilities that are required of the employee for this job.***

***The Company reserves the right to alter or amend the job description, duties, responsibilities, and activities at any time with or without notice.***

***I confirm my acceptance of the above Job Description:***

Employee Full Name (BLOCK Letters):

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Employee Signature:

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Date: .....