

## Administration and Marketing Assistant

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Company: Polaris Children's Services

Location: United Kingdom

Category: other-general

Administration and Marketing Assistant

**Salary:** £, pro rata (£, FTE)

**Contract:** Part Time, Permanent

**Specific Hours** hours per week

**Base Location:** This role is home based but you will be expected to attend meetings up to times per year in the South of England.

**Covering Location:** PCS SENDIASS Services in Hampshire, Isle of Wight and London boroughs of Richmond and Kingston

**Benefits** days' Annual Leave (increasing to days' with length of service) + Bank Holidays, Company Pension, Life Assurance x , Employee Discount Scheme, Medical Cash Plan

**(pro rata)**

### About us

We are Polaris, one of the UK's largest leading communities of children's service providers. Within the community, we have independent fostering and adoption agencies who have been passionately improving the lives of young people for over years, as well as Leaving Care services, Education and bespoke children's services contracts. Our nurturing community works collectively to support the very best outcomes for each and every child in our care. We're ambitious for our children and young people, families and staff, and believe in their futures.

### PCS SENDIASS

SENIDASS services are part of Polaris Children's Services (PCS). PCS SENDIASS provide

timely, confidential and impartial, information, advice and support for parents, carers, children and young people with special educational needs or disabilities (SEND). PCS SENDIASS operate in Hampshire, the Isle of Wight and the London boroughs of Richmond & Kingston. SENDIASS' aim is to ensure that parents/carers of children with SEND are empowered to play an active and informed role in their child's education and that young people with SEND have the appropriate information advice and support to raise aspirations and enable them to make decisions on issues relating to preparing for adulthood.

**What we are looking for:**

We are looking for an enthusiastic and skilled administration and marketing assistant with personal or professional experience in special educational needs or disabilities. Your role will be to engage new customers by creating exciting, informative social media content and maintaining the service's websites. You will also provide administrative support to the PCS SENDIASS team.

**Requirements:**

Excellent IT Skills

Able to create engaging, information social media and website content

Self-motivated and confident in working independently from home

Tenacious in forming relationships with colleagues and partner organisations to promote PCS SENDIASS and reach new customers.

Excellent written English

Support colleagues by organizing meetings, preparing minutes, maintaining communication, monitoring the database etc.

Enable the smooth running of the service by processing invoices, scheduling clinics and liaising with stakeholder organisation

Inform service development by conducting customer surveys and producing reports

Provide feedback to the Local Offers

Undertake training commensurate with the role

Undertake additional training related to SEND by mutual agreement. This would be for personal

development and/or to enable the post holder to support other areas of the service.

The role is home based. Applicants need to be able to travel to the south of England for half-termly team meetings and bi-monthly one-to-one meetings with their manager.

Polaris Children's Services is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

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