



## Job Description

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Job Title:	Office & IT Assistant
Position Type:	Paid/Full time/Permanent
Reports to:	Finance & HR Manager
Salary:	£28,770 pa
Based at:	School Food Matters, The Bridge, 7b Parkshot, London, TW9 2RD
Working Hours:	9am-5pm (flexible)
Holiday:	31 days including bank holidays
Pension:	School Food Matters matches pension contributions at 5% of pensionable earnings

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### About School Food Matters

School Food Matters (SFM) exists to teach children about food and to improve children's access to healthy, sustainable food during their time at school. We provide fully funded food education programmes to schools. Our experience delivering these programmes informs and strengthens our campaigns, bringing the voices of children, parents and teachers to government policy.

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### Job Purpose

- To ensure the smooth running of School Food Matters' office
  - With the support of our IT consultant, manage the charity's IT systems to ensure optimal efficiency
  - Develop our Airtable database to maximise the opportunities available to us on this platform
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### Key Tasks Include

- Purchasing items for the office and projects as required, including IT equipment.
  - Liaising with our landlords at The Bridge on issues regarding our office space and facilities
  - Ensuring the smooth running of the office, overseeing the set up and maintenance of office systems
  - Assisting with administration and coordination of any events held by SFM eg strategy away days
  - Organising staff events including celebrations, sporting challenges, quizzes and general fun to keep the team engaged and happy!
  - Developing and maintaining an inventory of materials, and keeping the office materials tidy and well managed
  - Working with the Super User Group to ensure that Airtable is used effectively to support delivery of our programmes, and to ensure contact details are accurate and up to date
  - Managing IT and office set up for current staff and new starters to ensure a smooth working process and environment for all
  - Maintaining the shared online filing system and making sure it's kept up to date
  - Reviewing and developing IT systems including telecoms to ensure they are fit for purpose
  - With our IT consultant, implementing and regularly reviewing cyber security procedures of the charity
  - You will also undertake other tasks relevant to the affairs of SFM that may arise from time to time. Therefore, being flexible and approaching the job with an open and positive mindset is essential!
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## Person Specification

### Essential

- Experience of office administration and IT
- Excellent organisational skills including attention to detail, critical thinking, multi-tasking, prioritising and problem solving
- Confident and competent IT skills
- Positive personal attitude and a good team player
- Ability to work independently to agreed deadlines
- Ability to add value to SFM's culture and ethos

### Desirable

- Good oral and written communication skills
- A good understanding of policies and best practice relating to running a small office
- Experience of setting up new office systems and processes to improve effectiveness
- An interest and enthusiasm for the charity's mission
- Experience of working in a small charity environment

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### Applying for this job

Once you have thoroughly read this job description and had a careful look at our website, please complete the application form [here](#). The electronic form can be saved but you may also find it helpful to use the word document [here](#) as a template.

Applications must be submitted by midnight on Sunday 14 April 2024. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on Tuesday 23 April 2024.

### Please note:

School Food Matters is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. If you are offered employment, you will be subject to a Disclosure and Barring Service record check.

School Food Matters is a London Living Wage employer and is committed to creating an inclusive work environment, where our team members are supported in expressing themselves and delivering their best work. So, however you identify and whatever background you bring with you, please apply if the role is one that would make you excited about coming into work every day.

School Food Matters is only able to employ people who are entitled to work in the UK and cannot assist with work permit or immigration issues. We are unable to help find accommodation in London.

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March 2024