



Job Title: Administrative Assistant

Reporting to: Receptionist & Admin Assistant

Hours: Mondays 14:30 – 21:00, Tuesdays 17:30 - 21:00

Salary: LLW - £14.80 p/h

Leave: 28 days pro-rata (inclusive of bank/public holidays)

CORE Clapton

Health, Happiness and Movement

Core Clapton was founded to bring health, happiness and movement to the whole community. Based in an Edwardian hall in Clapton we offer classes, activities and therapies specialising in Osteopathy.

As a registered charity we provide affordable osteopathy to those in the community that can't afford it whilst encouraging best practise through research and learning with a long-term mission to encourage drug-free pain relief across all healthcare professions.

We are all about equality of health and wellbeing: we believe everybody has the right to a pain-free life. Osteopathy can restore health and function, helping people get back to doing what they enjoy most, but we place equal importance on the tools to keep bodies working to their full potential, promoting activities and habits for a healthier lifestyle and providing a good understanding of how bodies work.

We offer concessions or subsidised rates for many of these classes as well as the osteopathy sessions to ensure that our centre is accessible to all. We are able to do this by generating revenue from hiring out our facilities for events such as concerts or weddings, and by charging normal high-street prices to those able to pay.

Description of the role

We are looking for a highly organised and self-motivated person to help manage, organise, and supervise administrative activities that facilitate the smooth running of the clinic. On a day-to-day basis you will be dealing with client queries and bookings, liaising with osteopaths and monitoring the office calendars (staff and volunteers rota, patient appointments, mentoring sessions, events and classes). You will use Google office software, including email, spreadsheets and databases, to help communicate with service users and the wider public, and actively advance our research and data gathering. You will be responsible for managing the filing system and general databases. You will be responding to enquiries concerning osteopathy, therapies and our wellness classes.

Reception Administration:

- Dealing with client queries and bookings concerning osteopathy, therapies and wellness classes
- Liaising with osteopaths and therapists
- Booking patient appointments, events and classes

Centre for Osteopathic Research and Excellence Registered charity 1156245
161 Northwold Road, Jober Clapton, E8 2RL Tel: 0300 561 3161

- Follow-up with potential patients who have registered for our social media promotions
- Use Google office software, including email, spreadsheets and databases
- Actively advance our research and data gathering
- Managing the filing system and general databases.
- Ensure the clinic rooms, reception and bathrooms are tidy

Other Duties:

- Cover event management if the hall is hired during your shifts
- Attend meetings when requested (within working hours).
- Fulfil any duties requested by the Director or Trustees which are consistent with the nature and grade of the post
- The above is a summary of main duties only. You may be required to fulfil other duties to meet the responsive nature of this role

Skills and Requirements:

You should be able to use basic office software such as G Suite or Microsoft office to create documents, build tables and send emails. You will have excellent quantitative, analytical, and communication skills, have a high degree of initiative and apply an innovative approach to problem solving. You must have good people skills and be able to work in a team whilst being autonomous and have good time-keeping and punctuality.

- Experience in an office-based clerical, secretarial or commercial work experience
- Quantitative, analytical, and communication skills
- A high degree of initiative
- An innovative approach to problem solving
- Excellent written and verbal communication skills.
- Proficient use of information and communications technology, software packages and database management.
- Excellent interpersonal and time management skills.
- Excellent organisation and administration skills.
- Proven ability of working in a team and independently.
- Fluent in English.
- Weekend and evening availability required.

Perks of the job

- £1 wellness classes
- Heavily discounted treatments and special wellness events
- Relaxed team with a passion for people
- Casual dress

About you

We are looking for someone who shares the same values as us and believes in our mission. If you are passionate about health and wellbeing and building communities of people who care for each other no matter their background, we want to hear from you.

Contact Us

Please send your CV and covering letter to info@coreclapton.org outlining why you are keen to work with Core Clapton and why you would make an excellent addition to the team.