

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Course Assistant**

**Reports to:** Course Director

**Application Deadline:** 30<sup>th</sup> November 2024

**Interview:** Actively interviewing as we receive applications

**Start date:** ASAP

**Hours of work:** 4-5 hours per week (school term time) and 2 Saturdays per year

**Salary:** £15 / hour

**Contract:** Freelance contract until end of July 2025

**Location:** On site at our office and training venue at Riley Studios, 724 Holloway Road, Archway, London, N19 3JD

### **The Organisation:**

The Caspari Foundation is the UK's only provider of Educational Psychotherapy in schools, and the UK's leading trainer in this field. This approach was pioneered by Irene Caspari in the 1970s and bridges the gap between education and therapy.

It offers a safe way for children to explore and make sense of experiences that may be blocking their development. The aim is to help them to learn about themselves, improve their relationships with peers and staff, and gain confidence. Together, this enables them to experience the joy of learning.

The Caspari Foundation does not discriminate on the basis of gender, sexual orientation, marital or civil partner status, gender identity, race, colour, nationality, ethnic or national origin, religion or belief, disability, age, class or culture.

The Caspari Foundation is forward thinking, progressive and fully committed to diversity, equity, and inclusion (DEI). We expect all employees to be engaged with their own learning in this area.

### **The Role:**

We are looking for an enthusiastic and organised individual with strong interpersonal skills who would like to work with an organisation that is dedicated to improving the lives of children through Educational Psychotherapy.

The Course Assistant will support the Course Director with the delivery of our Educational Psychotherapy course delivered at our training venue on Thursday evenings during school term time and occasional Saturdays. The role is in person and public facing, you will be setting up facilities, greeting students, supporting with admin tasks and creating content for social media.

This is a wide-ranging support role and would suit someone with previous experience of customer experience.

### **MAIN RESPONSIBILITIES:**

- Front of house management including meeting and greeting

- Being a representative of the Caspari Foundation
- Supporting the Course Director to set up teaching rooms and organise refreshments
- Supporting the Course Director with clean up after sessions have finished
- Assist the Course Director in servicing the Advanced Diploma programme
- Set up I.T resources for training events, management of I.T equipment and software
- Creating content from seminars and students for social media
- General administrative tasks including, but not limited to, filing, updating attendance registers, updating library loans and library catalogue, updating student records etc. or Xero
- Prior experience working in a small business or charity

### **PERSON SPECIFICATION**

- Be able to demonstrate strong interpersonal skills
- Be able to demonstrate excellent communication skills and attention to detail
- Be able to demonstrate numerical competency
- Experience in customer service (desirable)
- Ability to demonstrate creativity and enthusiasm for the work
- Knowledge of online communication platforms including Zoom, Eventbrite, Google Suite, Microsoft 365 and Microsoft Teams
- Be able to demonstrate advanced IT skills
- Experience in creating content for social media (desirable)
- Ability to work independently and in a small team
- Have a proactive approach to problem-solving
- Ability to work confidentially and non-judgmentally

\*The post is subject to an enhanced criminal records check by the Disclosure and Barring Service

### **HOW TO APPLY:**

To apply for the role, please send your CV and cover letter outlining your relevant skills and experience to [business@caspari.org.uk](mailto:business@caspari.org.uk) by 30<sup>th</sup> November 2024. Interviews will be arranged as we receive applications.