



# WILLIAM CLARENCE

## EDUCATION

### **Job Title**

Office Manager/ Administrator - London/ Remote

### **The Company**

William Clarence Education is one of the UK's leading education advisory and consultancy services, advising families on every aspect of their educational journey.

We have a range of educational interests across the sector from advising families navigating their move to the UK; applying to nurseries, schools and universities to engaging with schools directly to advise on effective student recruitment strategy. We also publish a range of leading educational magazines in print and digital across the world.

Our business is built on the quality and integrity of our people. This is a key hire to support our client facing business and is vital to the continued success and expansion of the broader business.

### **The Role**

The role of Office Manager within our business will act as a pivotal role. In most cases the first point of contact for both new and existing clients - parents and schools. As an education business, the right person must have a professional, warm and confident phone manner with a sense of detail and accuracy being absolute priority, taking real pride in their work.

The role requires the right person to have an organised way of approaching multiple tasks at once; giving an all round professional impression of the business.

### **Key Responsibilities**

#### *Office Administration*

- Managing the central email accounts and phone lines, with an efficient triage to the correct internal department
- Accurate and efficient invoicing/ bookkeeping/ credit control
- Contract sending to schools, suppliers and parents
- Diary management, appointment and client meeting booking.
- Input on blog uploading, website tasks, traffic and client engagement reporting
- Administration in support of the school placement team - school registration forms, arranging school tours

### **The Person**

- A background in a professional office administration environment would be suitable.
- Experience with bookkeeping and accounting would be an advantage
- Strong IT skills (spreadsheets, emails, google docs) is also non negotiable.
- Flexible with a "can do" attitude and keen to explore all areas of the business
- Professional phone manner with an extremely keen eye for detail
- A calm, warm, confident and reassuring personality as the first point of contact with our company.

### **Remuneration**

- Competitive basic salary plus bonus
- Pension and annual leave
- Remote working

### **Applications**

Please send all covering letters and CV's to [info@williamclarence.com](mailto:info@williamclarence.com)

Closing date: February 2022