

# UK China Graduate

## Work Experience Programme

### Specialist Schools & Academies Trust 1 Administrator Internship Opportunity

<b>Based:</b>	London, Guildford	<b>Salary:</b>	£18,000 pro rata depending on length of internship
<b>Start date:</b>	March 2008	<b>Duration:</b>	28 weeks

The Specialist Schools and Academies Trust (SSAT) is a leading body for secondary education. The SSAT builds networks, shares practice and supports schools in order to give more young people access to a good education at secondary level.

#### Responsibilities

- Handle telephone calls and queries from schools and other organisations in relation to projects, communicating effectively with external and internal clients and directing them as necessary to relevant colleagues. Provision of proof reading service, as required.
- Implement administrative processes and systems to support projects and events/seminars/workshops and attend events as required.
- Assist in the creation and maintenance of electronic and manual administrative systems and processes, using technology to reduce paper based working. Use filing systems to capture data, documentation, letters and records.
- Use spreadsheets and databases to record and extract management information and prepare reports. Use email to communicate with colleagues and clients, and to transfer documentation. Assist with diary management for relevant professional staff, organising meetings, travel and accommodation where necessary.
- Use appropriate project software to monitor progress on projects.
- Produce error free correspondence and documentation that is easy to use for colleagues.
- Attend regular meetings as required with other members of the team/organisation, following up on any action points. Meet deadlines for routine schedules and support the team in ensuring that deadlines are being met and targets are being achieved.
- Assist with the recording of income and expenditure and use the Trust's financial systems to raise purchase orders and process payments as necessary.
- Use innovation and creativity within the boundaries of the post holder's responsibility to suggest process improvements.

#### Requirements

- A passion for education and a demonstrated interest in a career in the public sector, shown through academic studies and/or previous work experience.
- Be studying for or have attained a Bachelors or Masters degree in a business focussed degree with some administrative elements.
- Fluent reading, written and spoken English – TOEFL minimum score of 600, IELTS – 7.
- Good interpersonal skills - including ability to seek advice and guidance where necessary and to work independently and as part of a team.
- Demonstrated ability to take ownership of tasks and project ensuring delivery and overcoming challenges and setbacks.
- Knowledge of Microsoft Word, Excel, and PowerPoint and Access
- Previous experience of providing administrative support in a busy office gained from a varied administrative role.
- Excellent customer service skills, with customer service experience gained in an office environment.
- Experience of proof reading documentation.
- Ability to work successfully in a changing organisation where flexibility and adaptability are essential

**To apply for these opportunities, please contact the China Scholarship  
Council [www.csc.edu.cn](http://www.csc.edu.cn)**

**You will be required to complete a written application form and provide a copy of your  
CV in English as well as copies of your academic transcripts and TOEFL/IELTS scores.**