



Small Steps is a registered charity based in Roehampton, South West London, supporting young children with disabilities and their families.

We are looking to appoint a

Charity Support Assistant

(Initially a 1 year fixed term contract)

To support both the office and practitioner team.

The ideal candidate would be a very good communicator with excellent literacy and numeracy skills. They would be a confident individual, who can conduct themselves in a professional manner at all times. They will be task-oriented, with strong administrative and organisational skills and the ability to work with initiative, flexibly and within a team. They will have good interpersonal skills and a positive 'can do' attitude.

They will show sensitivity and understanding when communicating with families and have some experience/understanding of disability.

They will have a minimum of 6 months office-based experience and will have an excellent range of computer skills; including Word, Excel, Microsoft Outlook, Access databases and the internet.

**The hours of work will be 8.30am to 4.30pm, Monday to Friday,
Term Time Only plus 5 weeks (44 weeks per year),
2 weeks of which will be during the school summer holidays. The successful candidate
will also be expected to attend some evening and weekend events as required.**

**The starting salary for this post will be between £16,000 - £18,000 per annum,
depending on experience. This post is initially a one year, fixed term contract,
dependent on charity funding.**

**This post is also subject to an Advanced check with the Disclosure and Barring Service
along with usual references.**

Closing date for receipt of completed application forms - Friday 10th October 2014

To request an application form and for more information, please contact Ruth Evans
on 020 8704 5935

or email ruth@smallsteps.org.uk and an application form will be emailed to you.

Please note, CV's in place of the application form will not be accepted.

Small Steps is an Equal Opportunities employer and welcomes applications from all suitably qualified candidates.

Small Steps SFP

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