



## **SPS Office Administrator**

### **Job Description**

(Updated 22.09.24)

#### **1. General Administrative Duties**

- 1.1 Dealing with incoming post and emails daily. Replying as appropriate.
- 1.2 Answering and dealing with telephone enquiries and keeping a written log of all calls in a 'daybook'.
- 1.3 Maintaining the SPS Dropbox filing system and keeping hard copies of documents as required.
- 1.4 Ensuring that the SPS Gmail calendar ('SPS Internal') is kept up to date for general use and that all relevant event and service information is recorded and up to date.
- 1.5 Maintaining the SPS Google Workspace Admin console under supervision of the chair (or Technical Officer) as appropriate, including resetting passwords, setting up new users and email groups and amending the same as needed.
- 1.6 Reminding Committee chairs to submit their minutes in a timely manner prior to each Council meeting and distributing them to Council Members and Vice-Presidents. Saving a soft copy of all minutes on the system.
- 1.7 Ensuring that we have sufficient office stationery, cleaning, and hygiene products and ordering supplies as appropriate.
- 1.8 Keeping a soft copy of all utility, office and site contracts and a log of renewal dates. Advising the Treasurer of renewals and dealing with those in conjunction with the Treasurer as he decides.
- 1.9 Maintaining in the office, a hard copy of all Health and Safety and insurance documents and records in easily accessible and visible ring binders as well as soft copies scanned to the SPS Dropbox filing system.
- 1.10 Keeping a log of all required inspections and testing and arranging visits as appropriate. Liaising with the appropriate Executive Officer as needed.
- 1.11 Maintaining notice boards in the office, Baron Harris Room and the Schindler Hall, ensuring that they are up to date and relevant and attractively laid out. Liaising with the appropriate Committee chair as needed.
- 1.12 To attend the Annual General Meeting each June to take minutes as well as Council meetings from time to time as needed by the Hon. Secretary.

#### **2. Rabbinic Support**

- 2.1 Providing administrative support for the Rabbinic team including maintaining their diaries and appointments as needed.

- 2.2 Preparing the weekly Yahrzeit 'Rabbi list' for services and the monthly Yahrzeit letters to members. Liaising with the Yahrzeit volunteer team and weekly Shammass regarding service attendance and mitzvot.
- 2.3 Bereavements. When a bereavement is notified to the office from the undertaker, send out a notification email to all on the bereavement email list. Liaising with the Rabbi as needed and refer any family enquiries as needed.
- 2.4 Assisting the Rabbi/s when required to arrange dates for bar/bat mitzvah, rehearsals. Sending out all correspondence regarding bar/Bat mitzvah including 10 year and 12-year letters (copying in the bar/bat mitzvah teacher). Liaising with the Treasurer regarding invoicing.
- 2.5 Maintaining services lists with reference to the LJ Lectionary and SPS Lectionary in conjunction with the Rabbi and chair of the Religious Activities Committee.
- 2.6 Assisting the Rabbinic team if required in connection with arrangements for stone settings with Liberal Judaism.
- 2.7 Assisting with the admin in relation to weddings if required by the Rabbinic team.

### **3. Communications**

- 3.1 Weekly Email. Compiling and sending out the weekly email newsletter including details of forthcoming services and events, subject to the approval of your line manager.
- 3.2 The Bulletin. Calling for articles for the monthly magazine in sufficient time for it to be compiled, edited, proofed and printed, ready for distribution by the first of each month (except August when there is no edition). Liaising with the Hon. Secretary as to which months will be in colour. Printing or arrange for printing and then distribution by email or post as members require. Ensure links to the magazine are in the weekly email and sent to the web site manager.
- 3.3 Obtain adverts for The Bulletin from members and local organisations and businesses.
- 3.4 Assisting committees to prepare adverts for internal events for The Bulletin and social media.

### **4. Database (Infoodle)**

- 4.1 Ensure that membership records on the database are kept up to date.
- 4.2 On the death of a member or a member leaving, ensure that the date of death or leaving is recorded before archiving.
- 4.3 Maintaining the yahrzeit records of deceased members who are mourned and creating new Yahrzeit 'Groups' when a member or a member's relative passes away.

### **5. Caretaker**

- 5.1 Liaising with the caretaker about events and setting up and putting away tables and chairs.

5.2 Liaising with the caretaker about site maintenance issues as required by Chair of Site Maintenance Committee/SPS Chair.

## **6. Hall Hire & Existing Regular Hirers**

6.1 Maintaining the hall hire booking system, showing over prospecting hirers and providing them with all relevant information, availability and current rates. Liaising and reporting to Hon Treasurer in relation to all new bookings.

6.2 Keeping in contact with regular hirers as required and deal with any queries and referring them, where appropriate, to the relevant person.

6.3 Liaising and reminding the caretaker about events which he/she has been booked for.

## **7. Other Administrative Duties**

7.1 As reasonably required from time to time.

7.2 Dealing with enquiries from schools re visits and liaising with School Visit Leaders as needed. Log visits on the calendar.

7.3 Provide administrative support to Executive Officers and committee chairs as required.

7.4 Note that SPS reserve the right to change the Job Description from time to time as the needs of the synagogue changes.

## **8. Place of work**

75 Chase Road Southgate London N14 4QY

## **9. Office hours**

19 hours per week

Monday to Thursday: 9.30am to 2.00 pm (30 minutes break per day).

Friday: 9.30m to 12.30pm (no break)

## **10. Holidays**

20 days plus bank holidays, Rosh Hashanah (1 day) and Yom Kippur (1 day), pro-rata.

## **11. Salary**

£25,000 pa to £28,000 (full-time equivalent) depending on experience.