

## **Education Admin Internship**

**Location: London (Moorgate Office)**

**Start date: September**

**Details: Part-time paid internship, 2 days a week (0.4FTE), 3 month fixed term contract**

*Please send your CV and a separate paragraph outlining your relevant skills and experience*

*Deadline: Closing when enough applications are received - so apply ASAP*

*Candidates without a motivation paragraph will not be considered.*

### **Overview**

We are excited to offer a 3 month placement for an [Education Admin Intern at Uptree](#). We are looking for someone who has high attention to detail and gains satisfaction from data-entry tasks done well. As part of your internship, you'll get to work within our brilliant Education Team and see how your activities contribute to increasing student engagement across the UK.

Uptree is an award-winning, purpose driven organisation whose mission is to achieve equality in careers education. We partner with leading companies to offer exceptional work experiences and professional encounters for young people aged 14-21. Our current partners include Publicis Groupe, Ogilvy, Google, GSK, J.P. Morgan, IBM, Arm, and many more.

### **Who are we?**

We believe in a level playing field where every young person has the access and opportunity to progress their careers based on their talent and potential (not their connection or background).

Our mission is to be the leading careers education and work experience platform championing diversity, inclusion and equality of opportunity for all.

Together with schools, students and employers our passionate team works to democratise

industry-led careers education to enable every young person to showcase their potential and access the work of work.

Our decisions are value-led and these are behind everything we do. These include:

- Young people first
- Inclusivity at our core
- Humans before technology
- Empower others
- Impact at scale
- Learning and sharing

Check out our website and find out more about us.

## **What will you do?**

You will be responsible for supporting the Education Team with processing new student registrations and preparing for school bookings across the UK.

- *Typing and importing student sign up sheets*
- *Analysing new student activity on a fortnightly basis*
- *Preparing slide decks for school bookings, updating event content where necessary*
- *Adding school bookings to Google Calendar to ensure all parties have correct information*

Here's what we are looking for:

## **Skills and competencies**

Detail-orientated – You're organised and have great attention to detail. You can stay on top of multiple deadlines, and love following up on data and processes to ensure nothing slips through the cracks.

Self-motivated - You can manage your workload and priorities but ask for support when needed

Flexible - As a small company, things change often and you need to be prepared to adapt

Eager to learn – You're organised and looking to develop your skills and knowledge

## **Knowledge and experience**

Knowledge of Microsoft Office (essential)

Accurate typist (essential)

## **Why work for us?**

- Impact - We put young people first, change lives and make society a better place
- Flexibility - For us and you, to run with new ideas, get involved in projects, and make this role your own
- Personal Growth - A great way to break into the Education Outreach and Widening Participation sector

## **How do I apply?**

Please send your CV and a separate paragraph (150 words, max) outlining your relevant skills and experience

*Applications without a motivation paragraph will not be considered.*

Application deadline: Closing when enough applications are received - so apply ASAP

From this point, there will be:

- Timed typing task
- Panel interview with members of the team
- Final interview with our CEO/COO

Contract: A 3 month internships of 2 days a week (7.5 hours per day) in the Moorgate office, starting at either 8am or 9am

If you would like to have an informal conversation about the role, please let us know and we'll organise a chat.



*We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status and are proud to be an Equal Employment Opportunity and Affirmative Action employer.*

*If you have any questions on the application process or have a disability or health condition that impacts your ability to complete this application or interview then please let us know. You will know what works best for you, and on reaching out we will together understand what is suitable.*

*Please note, all Uptree staff are required to have an enhanced DBS check as part of their role, given the nature of our business. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying*