



Part-Time Learning Centre Co-ordinator

Location: Crown Lodge, Cantelupe Road, East Grinstead

Hours: Monday–Thursday, 8:30am–12:00pm (14 hours per week), term time only

Pay: £20 per hour

Reports to: Director, Better EdSpace

About Better EdSpace

Better EdSpace supports secondary-aged learners through small-group teaching, individual tuition and examination opportunities. We provide a welcoming environment where young people feel safe, seen and supported.

Purpose of the role

To take responsibility for the morning organisation and practical coordination of our East Grinstead learning centre, combining warm and confident family communication with accurate digital administration and reliable everyday upkeep. The Centre Co-ordinator works independently on routine matters and consults the Director on educational, significant financial or policy decisions.

Key responsibilities

- Welcome learners, families and visitors, helping to maintain a calm, friendly and inclusive environment.
- Handle telephone and email enquiries confidently and sensitively; maintain contact with prospective families and follow up agreed next steps.
- Manage routine registrations, onboarding, attendance communications and accurate learner records.
- Maintain and improve Google Workspace systems, especially Google Sheets trackers, shared files and administrative workflows.
- Prepare routine invoices in Xero, monitor payments and support basic financial administration within agreed procedures.
- Liaise with tutors, families, suppliers and external contacts, ensuring outstanding actions are completed.
- Keep shared spaces comfortable, tidy and ready for use; undertake practical daily upkeep, light cleaning and hygiene checks.
- Identify and resolve everyday practical issues, improving processes independently within agreed authority.

Essential skills and qualities

- Excellent telephone manner: articulate, personable and confident making and receiving calls, including follow-up conversations.
- Genuine compassion, discretion and sensitivity when working with young people and their families.
- High digital literacy, with strong working knowledge of Google Workspace, particularly Google Sheets, Drive, Docs, Forms and Gmail.
- Strong spreadsheet skills, including practical use of formulas, sorting, filtering, lookups and careful data checking.
- Meticulous organisation, attention to detail and reliable follow-through.
- Independent initiative, sound judgement and a practical willingness to undertake hands-on tasks.
- Clear written communication and the ability to work collaboratively with teaching staff.

Desirable experience

- Xero invoicing, payment tracking or routine bookkeeping.
- Administrative or operational coordination in a small business, customer-facing service, community organisation or educational setting.

Safeguarding and decision-making

Safeguarding concerns must be escalated promptly under Better EdSpace procedures. Decisions affecting educational provision, sensitive learner circumstances, significant expenditure or organisational policy remain with the Director. Appointment is subject to appropriate safer recruitment checks.

Applications

Please email a CV and short covering statement outlining relevant experience and interest in the role to admin@betteredspace.co.uk. Applications from experienced professionals returning to work or seeking a rewarding part-time role are welcome; previous education-sector experience is not essential.