



Foundations Administrator

Salary:	£29,094.00 FT pro rata to £25,736.65 per annum
Basis:	Full time
Contract Type:	Permanent post
Contractual Hours:	37 hours per week
Annual Leave:	Term time only
Location:	The Carr Fenton Foundation

We're looking for a Foundation Administrator to play a key role in supporting the smooth and effective running of our organisation.

This is a varied and rewarding position at the heart of the Foundation, providing high quality operational, administrative and business support across a wide range of functions

About the Role

The Foundation Administrator (Operations, Planning and Business Support) will provide high quality operational, administrative and business support across The Carr Fenton Foundation, supporting administrative effectiveness, foundation-wide coordination and day to day operations.

The postholder will lead on the coordination of foundation wide administrative activity, maintain planning and delivery systems from an administrative perspective and work alongside the Foundation Reception Services Assistant to ensure a safe, well organised and professional front of house function.

The role operates as part of the Foundation Support Services Team, working closely with the Executive Team, senior leaders, services and central teams to support effective planning, communication and operational delivery across the Foundation.

Key Responsibilities

- Provide a proactive, high-quality administrative service within a busy, fast-paced environment.
- Support the Executive Team with day-to-day business operations, including correspondence, document preparation and coordination of activity.
- Create, format and maintain a range of documents, reports and presentations using Microsoft Office and associated systems.

- Coordinate diaries and meeting logistics for executive and foundation-wide operational meetings.
- Provide administrative support for foundation-wide meetings, as required, including agenda preparation, minute-taking and action tracking.
- Process incoming and outgoing correspondence, post and communications efficiently and confidentially.
- Support the planning and organisation of Foundation meetings, events and corporate activity.
- Work collaboratively with the Foundation Reception Services Assistant to deliver a professional, welcoming and efficient front-of-house service across the Foundation.
- Provide reception cover as required, ensuring continuity of service during periods of absence, leave, training or increased operational demand.
- Assume responsibility for reception and front-of-house operations following the Foundation Reception Services Assistant's departure each day, ensuring continuity of service, visitor management, enquiries and safeguarding procedures until close of business.
- Maintain accurate visitor, contractor and delivery records, ensuring the effective operation of the Foundation's Visitor Management System in accordance with Foundation procedures and statutory requirements.
- Raise requisitions, process orders and coordinate the procurement of equipment, resources and supplies through the Foundation's financial ordering systems, ensuring compliance with procurement procedures and budgetary controls.
- Maintain accurate administrative records, filing systems and corporate documentation, ensuring information is organised, accessible and managed in accordance with Foundation procedures and data protection requirements.

For a full list of responsibilities please see the job description.

What We're Looking For

- Proven experience of working in a busy administrative or office environment providing high-quality administrative or business support to multiple teams
- GCSE Grade 4 or above (or equivalent) in English and Maths (or equivalent experience)
- Experience of delivering good customer service in a front-facing role
- Experience of coordinating meetings, diaries and administrative processes and producing accurate written records, including notes or minutes
- Excellent organisational, planning and prioritisation skills, including the ability to manage multiple tasks and competing deadlines
- Excellent interpersonal skills, communication skills, both written and verbal.

We can offer you:

- Contributory Pension
- Great CPD opportunities
- Free onsite parking
- Free use of onsite gym
- Discounted childcare at the onsite Little Learners Day Nursery
- Westfield Health Cash Plan including Doctorline – 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer)

For a job description and application form please visit our careers page at www.thecarrfentonfoundation.org.uk/careers/

Please note that on the application form we need your full education and employment history from leaving secondary school up to current date. We do not accept CV applications.

Closing date for applications: 16th October 2026 12.00 noon

Interviews to be held: 22nd October 2026

The Carr Fenton Foundation, Leger Way, Doncaster, DN2 6AY,

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

We are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the workplace.