



School Application Support Volunteer

Purpose of the Role:

To provide administrative support for the school application process for participants in the Baytree Centre's Arrive and Thrive programme. The role focuses on preparing, organising, and processing application paperwork, maintaining accurate records, and supporting staff to ensure smooth and timely submissions. By assisting with the administrative tasks behind the admissions process, the volunteer will help newly arrived girls aged 11–19 transition successfully into the UK education system.

Main Responsibilities:

- Assist Baytree staff with preparing and organising school and college application forms.
- Input and update application data accurately in relevant tracking systems.
- Prepare and organise supporting documentation for submission.
- Meet with families to support them through the application process.
- Make follow-up calls to schools and colleges regarding submitted applications.
- File and maintain records in line with Baytree's data protection policies.
- Adhere to Baytree Centre policies and safeguarding procedures.

Skills and Qualities Required:

- Good written English and attention to detail when reviewing and entering information.
- Good knowledge of the UK education system.
- Strong organisational skills managing paperwork and digital files efficiently.
- Ability to follow processes and work accurately to meet deadlines.
- Proficiency in using Microsoft Office and/or Google Workspace (training can be provided).
- Discretion and reliability when handling sensitive information.
- Ability to work as part of a team and follow instructions from staff.

Commitment:

- One day per week (Monday to Thursday). Flexible hours.
- Minimum commitment of two terms (approximately 6 months).

Benefits:

- Gain experience in administrative processes within an educational support programme.
- Develop skills in data management, organisation, and reporting.
- Contribute to the smooth running of the Into School programme and the successful integration of participants into formal education.
- Be part of a supportive and welcoming volunteer community.

This role is open to female applicants only (Equality Act 2010: Schedule 9: Occupational Requirements). Applicants must be 18 years or older.