

pinpoint Cambridgeshire is a Registered Charity, No: 1156920

**Administrator**

<b>Key Responsibility</b>	<b>Rating</b>
Engage in the delivery of the Cambridgeshire County Council Contract, DFE Contract and any other Contracts.	
Updating the Pinpoint mailing lists and databases.	
Working with the team to develop the parent volunteer workforce.	
Producing paper and electronic materials to support participation activities.	
Taking minutes at meetings.	
Assisting with the organisation of Pinpoint meetings.	
Providing materials for Pinpoint meetings.	
Taking phone calls and maintaining records.	

Date: