

JOB DESCRIPTION

JOB TITLE:	ADMINISTRATOR
SALARY SCALE:	£8.72 PER HOUR
ACCOUNTABLE TO:	SERVICE MANAGER
HOURS:	40 HOURS
LOCATION:	PETERBOROUGH

Main Purpose of Role: -

- To assist the Office Manager/Service Manager in all aspects of running the office.
- To cover reception

Key Responsibilities

- Answering the phone and dealing with calls effectively and professionally
- Updating all paperwork and databases when required
- Filing
- Photocopying / Scanning
- Placing orders
- Post
- Health & Safety
- Minute taking / typing
- A professional image should be exhibited at all times.
- Processing of the all forms relating to the service.
- Handling money / petty cash
- You will need to respect confidentiality – The Data Protection Act 1998

Additional Duties

- To provide the visitors with refreshments when needed.
- To attend necessary and compulsory training sessions and meetings.
- To work alongside a diverse staff team, offering support as and when required.
- To offer support to some of the vulnerable adults who attend the service.
- To keep reception and the waiting area clean and tidy
- To support on rota/transport as per service needs

Terms and Conditions of Service

- Staff will be employed under the terms and conditions normally applicable to employees of The Helping Hands Group.
- Annual leave must be taken within the services closure periods
- This post is subject to one-month notice period once a 6-month probation period has successfully been completed.
- The main duties of the post are outlined above, but these may be subject to review and amended accordingly to the needs of the service.
- The post holder may be required to undertake other duties as instructed by the Group Director.