

**JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATOR**

**LOCATION:** WAKEFIELD AREA

**ROLE TYPE:** Hybrid (home/office working, visits to local homes and attending

external meetings in person)

**HOURS:** 22.5 hours per week

**RESPONSIBLE TO:** Services Manager/Operational lead

# CORE PURPOSE /JOB SUMMARY

# You will be the point of contact for the organisation and be responsible for all administration support to teams of Support Workers, Team Leaders and Managers, within the Wakefield area, working to the values of Choice Support {We Care. We Respect, We Learn, We Lead}

A high level of confidentiality is required in relation to both the people we support and staff members.

You will work to Choice Support and services practices and procedures and assist in the preparation of financial, commissioner and safeguarding reports.

You will co-ordinate entries onto our database (Recordbase) for the services providing advice and training where necessary.

**RESPONSIBILITY FOR OTHERS**

You will have no supervisory responsibilities but may be responsible for demonstrating or explaining a practice or process to a new member of the team.

# MAIN DUTIES AND RESPONSIBILITIES

1. Working with the local management team and People Team (HR) to support with recruitment administration and undertaking pre-employment checks/ onboarding for new starters.

1. To monitor financial transactions in relation to people we support.

1. To reconcile office purchases and invoices.

1. To undertake required Health and Safety checks for the office, along with maintaining and reviewing required Health and Safety records.

1. To oversee the day to day running of the office including IT equipment, liaising with other relevant parties.

1. To collate and provide data for internal and external parties e.g. reporting on support hours to the local authority.

1. To take minutes at meetings as required – these may be face to face or via Teams or in people we support homes {with consent}

1. To support teams with admin tasks such as typing, printing and binding as required.

1. Liaise with all levels of staff within Choice Support and with outside agencies, ensuring at all times a fully professional approach is maintained.

1. Maintain up-to-date computerised filing systems, ensuring the integrity of information stored.

1. Archive or shred necessary documents following the approved guidelines.
2. To monitor stock and order supplies as required of items such as stationery and PPE.

**Miscellaneous**

* 1. To undertake any other duties as appropriate to the post.

* 1. To take part in training as appropriate.

* 1. To perform all duties with due regard to the requirements of current H&S at Work regulations.

* 1. To perform all duties in accordance with the policies and procedures of the Choice Support Group.

* 1. This job description may be subject to review and change in consultation with the post holder.

**This is not intended to be a contractual document. January 2025**

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**Could this be you? Do you have the following?**

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| Qualifications | A good basic education to GCSE level or equivalent  (particularly in English and Maths) |
| Knowledge | Knowledge of Health and Safety in relation to the role    Knowledge of general administrative functions    Knowledge of GDPR, Data Protection and confidentiality |
| Skills/experience | Administrative experience in a busy role    Proven experience using Microsoft Office, Teams and use of the internet    Experience of working with databases    Excellent verbal and written communication skills    Good numerical skills    A high level of accuracy and attention to detail    Sensitive approach in communications across all levels – managers, colleagues, staff and people we support |
| Personal Attributes | Ability to prioritise workload and possess good time management    Using initiative    Flexible and willing to learn. Adaptable to change, both in office systems and procedures    Ability to work as part of a team and also be self-motivated when lone working.    Ability to remain calm and manage simultaneous demands on your time    Professional and helpful telephone manner    Resilience and patience    Value diversity  Car driver is preferred but not essential |