# JOB DESCRIPTION

**Job Title:** **Administrator**

**Accountable to:** **Human Resources Manager**

**Responsible for:** To provide administration support within head office. To achieve this, your key responsibilities will be to:

- Provide full administration support including word processing/typing
- Prioritise work while ensuring that deadlines are met and the highest standards achieved
- Respond appropriately to written and verbal correspondence.
- Establish and maintain comprehensive and confidential files and filing systems
- Book and prepare rooms for meetings, attend to domestic arrangements and ensure the rooms are left tidy at the end of meetings
- Provide training reports as required
- Assist in the monitoring of funding
- Ensure training records and files are kept up to date either electronic or paper including database
- Organise training events/notify delegates/monitor attendance and cancellations
- Monitor and report non attendance of staff at training sessions
- Assist in training sessions set up/clear up and or after training event
- Assist in the formatting of training material/handouts and send out pre-course information to delegates if appropriate in advance of training.
- Work flexible as the needs of the post requires.
- Send and receive faxes.
- Assist in large mail-outs.
- Provide cover for reception as and when necessary
- Monitor/order stationery
- Any other duties as directed.

It is not always possible to define completely the duties and responsibilities attached to posts. Some variations may be necessary from time to time.

**ETHOS:** To respect and work within St Cuthberts Care's Christian ethos and ensure that this is upheld.

**MISSION:** Know & understand the Statement of Purpose

**EQUAL OPPORTUNITIES:** To work within and promote St Cuthberts Care's Equal Opportunity Policy.

March 2004 MA Reviewed March 2006 MA
Reviewed December 2007 GM
Reviewed December 2008 GM