



Job Description

Job Title: Office Administrator

Responsible to: Home Manager

Job Purpose:

- To assist the Home Manager in the development and maintenance of all office administration systems in line with Company Policies and Procedures, current requirements and legislation.
- As part of the management team, be responsible for the office administration systems.

Main Duties:

1. Process outgoing correspondence to a high standard of presentation.
2. Open and distribute incoming mail.
3. Assist the Home Manager to process leave applications, record rota adjustments, sickness, absenteeism and TOIL.
4. Contact outside agencies on behalf of the staff, service users, relatives and others.
5. Receive visitors, telephone calls and goods and represent the Company positively at all times when dealing with enquiries and receiving visitors.
6. Invoice service users and other customers for services supplied.
7. Maintain accurate records of 'Residents Fund', 'Residents Property Account' and 'Imprest' accounts and transactions.
8. Bank and receive all monies.
9. Ensure the security of money/valuables given over for safe-keeping.
10. Process budget expenditure, record and maintain records.
11. Complete and maintain occupancy returns.
12. Undertake all administrative responsibilities related to personnel issues.
13. Assist Home Manager to maintain, complete and store all relevant records.
14. Maintain Company records and forward to Central Office by due dates.
15. Protect all data in accordance with the Data Protection Act.
16. Maintain healthy and safe practices in the Home.
17. Be efficient with the use of resources.
18. Participate in training and attend meetings.
19. Work to Company Policies and Procedures at all times.
20. Undertake other duties that may be required in line with this level of post.

Values:

- Ensure that personal practices / activities within the Home reflect the Company's ethos with regard to promoting equality and valuing diversity.