



## **STOCKDALES**

### **Job Description/Person specification**

#### **Administrative Assistant- Lifeskills**

##### **General**

A unique opportunity for a skilled administration assistant to join our busy Lifeskills service.

The main purpose of the role is to provide admin support to the Lifeskills team as directed by the service manager and Stockdales senior team.

This post requires excellent communication skills and strong organizational skills.

Work involves direct contact with service users and customers with learning disabilities as well as dealing with senior personnel and business contacts therefore and an ability to communicate at all levels is essential

This post is subject to an Enhanced Disclosure by the Criminal Records Bureau.

Reporting directly to the Service Manager

##### **Principal Responsibilities**

Preparing weekly time sheets for the services from staffs individual time sheets and signing in sheets.

Preparing monthly invoices from registers, session records etc and liaising closely with the Stockdales admin team.

Handle wage queries from the staff team and act as a link to the Stockdales admin team

Answering the phone and dealing with professional, student, staff and parent/carers queries efficiently and professionally

Passing on relevant information to the management team as required

Organising and confirming session and event bookings

Preparing and distributing bulk mailings

Prepare a monthly E-bulletin for students, carers and families highlighting forthcoming events

Maintain the student information database and keeping accurate records

Audit petty cash weekly, check receipts and prepare reports on session budgets.

Order supplies as directed by the management team

Prepare and administer individual student timetables and diaries

Prepare agendas and take and prepare minutes of meetings as required

Ensure service paperwork is always available

Complete photocopying, and filing

Assist with aspects of the Stockdales organisational administration as instructed in particular quality assurance and fundraising

### **Job Details and Benefits**

Salary – £8.00 per hour.

Hours – 30 hours per week

Holidays –28 days per year inclusive of bank holidays.

Health care benefits provided by the company Healthsure scheme after one year's qualifying service

Ongoing professional development, guidance and support from experienced managers.

**This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main arrears of responsibility and is open to change and review at any time.**

## **Personal Specification**

### **Qualifications and Training**

Candidates must be skilled users of office systems, filing, typing etc,

Candidates must be skilled users of word, excel, databases, powerpoint, email and internet programmes

Familiar with financial accounting programmes, invoicing etc

### **Experience**

Experience of working in a busy, dynamic work environment.

Experience of team work and of taking responsibility for standards and services.

Experience of disability, care or support is useful but not essential

### **Skills and Abilities**

Basic fitness and good general health

Professional manner and appearance

Strong team working skills and a clear understanding of roles and responsibilities.

Flexibility and adaptability in all situations.

Ability to prioritise workload and work to deadlines as set by the service manager

Clear and direct communication skills coupled with patience and professionalism for dealing with students staff, professionals etc

Maintain privacy and confidentiality at all times in relation to all aspects of the service.

An interest or background in social care and national initiatives in relation to learning disability would be an advantage

An open and non judgmental manner and a firm commitment to equal opportunities.

Car driver preferred

Personal commitment to self-development and willingness to attend training.

Personal commitment to continuous service improvement.