

Job Description ADMINISTRATOR

Responsible to: Registered Manager

Purpose of post: To provide an administrative service for the Registered Manager & team.

Values: To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

Principal Responsibilities

- Maintenance of personal records of staff, including sickness and absence, holidays, timesheets
- Collation of all information required for Staff personal records
- General filing, photocopying and organizations of systems.
- Assist Manager in, preparing weekly and monthly reports as required locally and for head office.
- Take and circulate minutes of meetings
- Deal with general correspondence and administrative matters as necessary
- Prepare resident, staff information packs and assist with room information packs being kept up to date.
- Prepare notices of events and assist with bi-annual newsletter.
- Deal with telephone queries as necessary
- Attend discussions/meetings/trainings organized by the home and/or Head Office.
- Assist bookkeeper and Training Assistant with administrative tasks, specific to their roles.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

JOB DESCRIPTION -ADMINISTRATOR

Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____