

Job Description

Administrator

Accountable to: Registered Manager

Responsible for:

Below is an outline of your duties that you will be responsible for, these are not however exhaustive and there may be other comparable duties as directed by the management team. Working in a community may require you to work in alternative sites from time to time.

Finance

- Working with invoicing, receipt handling and banking
- Wages/ Payroll

Office Management

- Assist the Registered, Deputy and Duty Managers with the day to day administration of the home.
- Clerical duties that involve the ordering of equipment office supplies and other inventories that are required.
- Managing and maintaining the filing system, including any electronic systems
- Manage staff rosters and holidays
- Keeping records
- Gathering and sorting Data
- Preparing business documents and reports
- Sorting of incoming and outgoing mail
- General clerical duties
- To implement the GSF programme within the home

Hospitality

- Provide reception duties as the initial greeting staff member, insuring visitors sign in and out of the building.
- Take refreshment orders and passing to the relevant people.
- Maintain visual cleanliness of the reception at all times

Health and Safety

- Report any health and safety concerns to the duty manager, protecting the welfare of all visitors, staff and residents of the Care Community at all times. Including taking equipment out of action and placing notices on effected equipment.
- To keep yourself and the other people in the community safe.
- Ensure fire registers are kept up to date at all times.
- Maintain building security as instructed.

Training

- To attend all training provided to you when requested.
- To attend all staff meetings when requested.