

Office Administrator

JOB DESCRIPTION



Job title:	Office Administrator
Location:	York House, Stoke, Plymouth
Salary:	£17,004 per annum
Hours:	Full Time
Contract type:	Permanent
Accountable to:	The office administration team and HR& Office Manager

The primary objective of the Office Administrator role is to assist with the provision of a comprehensive range of administration activities whilst providing the necessary service and support to enable Beyond Limits to fulfil its regulatory responsibilities.

Job purpose:

- To handle all day to day administrative processes to the highest standard
- To maintain all databases and drives on our system and support the development of any new databases
- To assist our HR& Training departments with onboarding of new starters.
- To perform reception duties, responding to telephone and email enquiries as first point of contact
- To work as part of an autonomous team of administrators, to ensure the Reception team is working effectively and efficiently at all times
- To work closely with our HR & Office Manager, Directors and Service Leaders to provide satisfactory administrative support.
- To play important role in maintaining clean and safe working office environment, and ensure COVID-19 safe working practices across offices.

Key tasks

- To assist the HR department with all HR administration tasks including issuing job offers, contract letters, placing job advertisements, maintaining personnel files and maintaining the HR database
- To assist HR department with all pre employment vetting checks; liaising with new recruits, DBS processing, obtaining references and making sure all relevant checks and documentation is in place prior to the start date
- Working alongside our Training & Quality & Support Services personnel to ensure that our databases, training records and training agreements are up to date

- Assisting with staff inductions including organising and despatching inductee timetables, letters, invitations, preparing induction packs and conducting office tours
- Issuing ID badges for staff
- Administering Office 365 e-mail accounts
- Being the first person for any Minute Taking requirements and thereafter typing up and sharing with the appropriate people within any expected prioritised timescale
- Typing up Planning Day and Service Design notes for Service Leaders
- Processing Accident & Incident Forms
- Recording staff absence and processing Absence and Back to Work forms
- Logging and scanning Support & Supervisions paperwork
- Tracking, coordinating and recording probationary review meetings
- Data input to internal database- Carista
- Health & Safety – shared rota of York House weekly checks
- Typing Letters, reports and any other documentation that may be required
- Photocopying, Scanning, Filing and Shredding
- Assisting staff members with their own office and I.T skills.
- Housekeeping of all Databases and Data Drives on our system and the structuring of new databases
- Helping to maintain a safe, happy and clean office environment.
- End of day office sweep and locking up duties (Key Holder)
- Assisting in all manner of duties within an office environment
- Assisting with Virtual Office work.

Other Duties

- To undertake training and development activities as agreed with your line manager
- **Act in line with Beyond Limits' ethos and values where we believe that everyone is of equal value, everyone is unique, has the ability to develop, has the right to enjoy valuable relationships and has the right to lead the life they choose**
- **Data Protection Act 2018 and General Data Protection Regulation (GDPR)**
The Office Administrator will be expected to familiarise themselves with GDPR and the relevant policies and procedures at Beyond Limits.

- You will ensure that all work is undertaken in accordance with health and safety legislation rules and regulations, following procedures and maintaining awareness of matters relating to duties of post.

This job description is not an exhaustive list. The Office Administrator may be required to undertake other duties as directed by your line manager, Beyond Limits Directors and Service Leaders.

PERSON SPECIFICATION

REQUIREMENT	ESSENTIAL	DESIRABLE
Qualifications	GCSE or O level grade D or above in Maths & English	NVQ Level 1 or above Business & Administration Microsoft Word/ Excel/Power point – Intermediate level
Skills/ competencies	Excellent verbal and written communication skills Accurate data entry skills with attention to detail and getting it right first time Customer service & good telephone manner	Excellent organisational skills
Knowledge	Up to date & relevant computer knowledge. Knowledge of general office equipment – photocopier, scanner, outlook and telephone systems A good understanding of equal opportunities, including commitment to the values of inclusion	
Experience	1 year in an office environment in an administrative role including	3 years in an office environment in an administrative role

	extensive use of all Microsoft Office packages	Demonstratable note taking experience Demonstratable excel database experience
Abilities	Ability to handle confidential information with a high degree of integrity and in line with GDPR Ability to manage any email correspondence in a prompt and courteous manner Ability to work well within a busy environment, working independently and as part of a team Excellent organisational skills with the ability to multi-task and prioritise	Ability to maintain a friendly demeanour whilst dealing tactfully and professionally with enquiries Ability to maintain a flexible and reliable approach to all tasks Ability to work on own initiative and strive for continuous personal development

To help us shortlist the best people for this post, please let us know clearly in your application how you feel you meet the above requirements.

PLEASE SIGN AND DATE AS CONFIRMATION THAT YOU HAVE READ AND UNDERSTOOD YOUR JOB DESCRIPTION

PRINT NAME:

DATE:

SIGNATURE: