



Job Description

JOB TITLE: ADMINISTRATIVE OFFICER - (TRUST)
GRADE: 2/3

RESPONSIBLE TO:	CHIEF EXECUTIVE
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EMPLOYEE SUPERVISION:	NONE
DATE AGREED:	BY WHOM: POST HOLDER AND CHIEF EXECUTIVE

Purpose of Post:
 Under the direction/instruction of the Chief Executive you will provide routine administrative support to the Trust.

- Key Areas:**
- Organisation
 - Administration
 - Resources

- Duties and Responsibilities:**
- Organisation**
- Greet visitors, answer routine telephone and face to face enquiries
 - Co-ordinate Trust events
 - Maintain Governor records
- Administration**
- Provide general clerical/administrative support e.g. photocopying, filing, faxing, e-mailing, complete routine standard forms, respond to routine correspondence
 - Maintain manual and computerised records/management information systems
 - Produce lists/information/data as required
 - Undertake typing, word-processing and other IT based tasks
 - Take notes at meetings
 - Sort and distribute mail
 - Undertake administration procedures

Resources

- Operate relevant equipment/ICT packages (e.g. Word, Excel, Databases, Spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in regular meetings as required
- Participate in training and other learning activities and performance development as required.

Any other duties commensurate with the grade of the post at the discretion of the Chief Executive.

Date Job Description Revised: May 2017

By whom: The Trust