**JOB DESCRIPTION**

**Administration Assistant**

**GENERAL STATEMENT**

Personal Best Education (Mountbatten School Services ltd) is an inspirational and dynamic company, where no two days are the same. The organisation’s aim is to provide activities, programmes and services that enable others to achieve their personal best.

All members of staff treat each other with respect and courtesy and endeavour to support the whole team in achieving the aims and objectives of the organisation.

All duties are carried out correctly and promptly to assist in the creation of a safer, more effective environment.

**JOB PURPOSE**

To implement a comprehensive range of administrative systems and procedures for Mountbatten School Services Ltd.

**RESPONSIBILITIES/ACCOUNTABILITIES:**

|  |  |  |
| --- | --- | --- |
| **Accountabilities** | **Accountability Statements** | |
| **Customer Service** | * Contribute to the smooth running of the company’s postal, telephone, transport, stationery and hospitality facilities. * Representing the organisation in a professional manner when answering the telephone and greeting visitors. | |
| **Administration** | | * Undertake general administration duties. * Apply a wide range of standard processes and procedures. * Produce and process routine documentation/ correspondence. * Input and extract NCS staff/participant information using manual and computer based systems, including medical information. * Apply basic financial payment procedures to handle cash and record financial transactions. * Data entry on various management systems * To assist with the organisation of internal and external events. |
| **Teamwork** | | * Work co-operatively with others towards shared goals * Support the induction of new members of the team and contribute to the development of others within the team through sharing knowledge. |

**Skills and experience**

* Discretion in dealing with confidential data.
* Good analytical and numerical skills and an attention to detail.
* Excellent interpersonal skills.
* Excellent communicator (verbal & written).
* Computer literate (Microsoft office, data management systems).
* Ability to manage own time and prioritise workload.
* Must have a flexible approach during busy periods.
* Ability to multitask.
* Excellent teamwork and collaborations skills.

**NOTE**

This is not a definitive list of roles for this post. It is a guide and will be reviewed on an annual basis. Amendments can occur at any time in consultation with the post holder.

This is a 52 week per year non-school based role.

Extended holiday may not be taken during key delivery periods in Spring, Summer and Autumn NCS Programmes. This job may require some unsociable working hours during key delivery periods.

**FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

**PERFORMANCE REVIEW**

All support staff undertake an annual appraisal in line with school policy and practice. This post holder’s appraisal would be line managed and undertaken by the Operations Support Manager.

Date Prepared: 24/11/2016

Prepared By: Sarah Jenkins

Date Reviewed:

Reviewed By

I confirm that I have read and understand my job description and am aware that my manager may ask me to undertake reasonable additional tasks from time to time according to the needs of the business.

NAME……………………………………………………………………………………….

SIGNED…………………………………………………………………………………….

DATE……………………………………………………………………………………….