



JOB DESCRIPTION

Job Title: Administrative assistant

Jobholder:

Purpose Statement

The jobholder assists the Executive Officer in carrying out day to day administrative functions and co-ordinating evidence of Co-worker progression.

Accountabilities

1. Co-ordinate the completion of Co-worker goals, carrying out reviews as necessary in conjunction with key workers.
2. Create new learning plans and pathways as necessary, in conjunction with the management team.
3. Maintain personnel rota, Co-worker attendance register and Co-worker session database.
4. Carry out day to day financial tasks: including weekly reconciliation of petty cash accounts, cash counting and data input on accounting software
5. Carry out day to day administrative tasks: including maintaining electronic and paper files, taking meeting minutes and receptionist duties