 JOB DESCRIPTION

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| **Post:** | Senior Administrator |
| **Responsible to:** | General Manager |

## Job Purpose

To support the General Manager with administrative duties, I.T and fundraising/marketing as well as overseeing external bookings and Health and Safety.

## Key Terms of Employment:

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| --- | --- |
| **Hours:** | 10 hours per week over 2 days |
| **Holidays** | 22 days per annum, increasing one day a year after 5 years service to a maximum of 27 days, plus 8 Bank Holidays - pro rata |
| **Salary** | Scale 18 – 21 £9.99- £11.02 per hour |
| **Contract Term** | Ongoing subject to funding |

## Key Tasks & Responsibilities

1. Support the General Manager with administrative tasks:
   1. Monthly check of DBS records
   2. Monthly check of drivers records
   3. Assisting with marketing campaigns
   4. Assisting with fundraising event planning
   5. Maintaining records of fundraising
   6. Other tasks that may arise from time to time.
2. I.T Support
   1. To be the first contact for IT issues and try to help resolve minor issues
   2. Update annual timesheets and expense sheets within excel and liaise with staff with any issues throughout the year (i.e. broken formula)
   3. Backup all Umbrella data on a weekly basis and keep update box offsite in a safe location
3. Booking systems
   1. Maintain external booking system for each of the premises, ensuring the buildings are well used
4. Have responsibility for Health and Safety
   1. Ensure all procedures are in place and adhered to
   2. Maintaining all relevant records
   3. Carry out regular health and safety checks of premises
   4. Oversee/book annual inspections for legionnaires testing, gas testing, alarm servicing, hoist servicing,
   5. Conduct annual PAT testing at all sites (training will be given)
   6. Ensure risk assessments are carried out for the buildings annually or when a significant chance occurs.
   7. Maintain accident records and report appropriately
   8. Maintain First aid supplies
   9. Oversee contractors and collection of sanitary bins
5. Responsibility as Chief Fire Marshall
   1. Checking fire alarms weekly at both sites
   2. Oversee annual servicing of fire-fighting equipment and fire alarms at UH and AP
   3. Oversee 6 monthly servicing of fire panel at Annie’s
   4. Carrying out 6 monthly fire drills at each site.
   5. Maintaining all relevant records.

1. General
   1. Meeting and signing in contractors to site
   2. Ensuring that premises are clean and tidy
   3. To attend staff and team meetings and liaise regularly with staff and volunteers within Umbrella on all aspects of the use of the buildings
   4. To assist with any other duties that may occur from time to time in order to meet the needs of Umbrella, which are not covered in the above. These will be mutually agreed with the Chief Executive.

## General Responsibilities

1. In accordance with relevant legislation, to take all reasonable care of your health, safety, and welfare and that of other people and premises affected by your work
2. To ensure confidentiality of information in respect of records maintained and tasks undertaken.
3. In discharging the duties and responsibilities set out in the job description to ensure compliance with Equal Opportunities policies and principles.

## Other Requirements

1. In order to achieve the objectives of Umbrella, the post holder will need to work flexibly, including occasional out of hours

This is not a full and complete statement of duties and responsibilities, which may be amended in the light of changing needs of the organisation, after consultation with the post holder.

Person Specification

Premises Officer

## Person Specification

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Education** |  |  |
| Good general education, including GCSEs in English and Maths | Y |  |
| Health and Safety and First Aid qualification |  | Y |
| **Experience** |  |  |
| Previous experience in a similar facilities or property role dealing with COSHH |  | Y |
| **Knowledge** |  |  |
| Needs of disabled children and their carers |  | Y |
| Relevant Health and Safety requirements | Y |  |
| **Skills and Abilities** |  |  |
| Keen and eager to get stuck into any task | Y |  |
| Flexible and adaptable team player | Y |  |
| Able to work to strict deadlines | Y |  |
| Enthusiastic and motivated with a can do attitude | Y |  |
| Good organisational skills | Y |  |
| Good level of verbal and written communication skills | Y |  |
| Excellent IT skills, including use of Excel to keep accurate records with use of formula  Trustworthy/honest/reliable | Y  Y |  |
| **Other requirements** |  |  |
| Ability and commitment to work occasional flexible hours when required, including evenings. Weekends and school holidays for events/ meetings. | Y |  |