



Jemini Place
Ersham Road,
Hailsham BN27 3PN
Tel: 01323 847266

17 & 41 Jerome Close,
Eastbourne
BN23 7QY
Tel: 01323 765030

52, Summerheath Road,
Hailsham,
BN27 3DR
Tel: 01323 847835

OUTLINE OF JOB DESCRIPTION

JOB TITLE:	Admin Assistant
LOCATION:	As per contract
JEMINI LOCATIONS:	52 Summerheath Road, Hailsham, BN27 3DR Jemini Place, Ersham Road, BN27 3PN 17 Jerome Close, Eastbourne BN23 7QY 41 Jerome Close, Eastbourne BN23 7QY
REPORTING TO	Human Resource Manager Development Manager Operations Manager
SALARY	
MAIN PURPOSES OF THE JOB	The main purpose of the Admin Assistant job role is to support the HR department in various administrative and operational tasks. This position is crucial in ensuring that HR functions run smoothly and efficiently.
KEY TASKS	<u>Rota</u> Using the template Rota to produce the Rota for the time period we are in, updating this with annual leave, training, residents contact, etc and send to all staff. Checking the rota daily. <u>Annual Leave</u> To monitor and approve/decline annual leave using the diary system and following the policies and procedures. <u>Right to Work Checks</u> To keep up to date with all right to work checks, visa checks and ensuring we are in line with all government guidance. <u>Attendance</u> To monitor all staff attendance and inform managers of any changes, update the Managers report, Organise and attend any Attendance reviews, keep all paperwork up to date. <u>Wages</u> To transfer staff hours from Bright HR to the Salary Spreadsheet every week. Collect Annual Leave timesheets from all houses and add to the Salary spreadsheet.

	<p>To make sure this is up to date and correct. Keep any relevant documents to send to the accountant on Cut off day, e.g. sick notes, etc. Cut off day for wages every month to help alongside Human Resource Manager. On payday attend to any staff queries regarding their wages.</p> <p><u>Invoices</u> Keep up to date with all invoices sent by email or post. Send to accountant a copy of the invoice to the accountant by email and send payment to Human Resource Manager to approve and pay. Document all payments made onto the Invoice Spreadsheet.</p> <p><u>Recruitment</u> Send any job vacancies to Talent Finder, recruitment agencies, or Duo Marketing who run the company website website. All application forms received to be checked by HR Manager or Operations Manager. Organise and book interviews, attend the interviews, send applicant outcome. Send out Induction letter, enroll new staff onto training, keep in touch with new starters, organise and attend Induction meeting.</p> <p><u>Training</u> To follow any direction from Development Manager. To ensure all staff are completing their training/competencies and updating the Managers Report. Booking and Organising Face to Face training. Sending out feedback regarding training, add relevant information to Training charges spreadsheet, sending letter to non-attenders. Keep the Training Matrix up to date.</p> <p><u>Other</u> Ensuring all DBS' are up to date. Ensuring all car documents and landlord checks are up to date Update Managers report Minute taking for meetings Scanning and uploading documents to Bright HR Answering Staff queries Answering the phone Replying to emails Dealing with Flexi Working Requests Send any pictures or information to Duo Marketing who run the company website</p>
REPORTING TO	Home Manager/Registered Manager

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.