



Job Description - Head Office Administrator

Job title: Head Office Administrator

Reporting to: Directors

Responsible for: Head Office Administration.

Purpose of the job: To work as part of the head office team and support with administrative tasks for the day to day logistics of head office.

Main duties:

- First point of contact for answering telephone in a timely manner, transferring calls and taking messages where needed.
- Answering front door and welcoming visitors
- Signing for deliveries/unpacking and distribution of parcels
- Opening of post, date stamping 'received' and distribution to team.
- Responsible for coordinating company archiving & confidential shredding
- Ordering and stock taking of stationery items for head office
- Placing weekly/monthly purchase orders for office and external sites
- Processing payment for weekly Tesco orders for nurseries
- Processing card payments and logging payments
- Organising the Kitchen rota
- Responsible for Training Room Bookings and setting up training room for meetings, ordering lunches for meetings.
- Responsible for ordering uniform/stock control and keeping stock room tidy
- Photocopying, filing, general office duties
- Supporting with ad hoc tasks from the Directors

It is the nature of working for a small business that tasks and responsibilities are on occasion unpredictable and varied, so to retain flexibility this job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Directors.

Person specification

Essential criteria

- Well presented, good telephone manner, confident, conscientious and willing to assist with a range of duties.
- Able to adapt to the current priority within the office.
- Willingness to learn and undertake further training as required.

Terms and conditions

Hours: 37.5 hrs per week (Monday to Friday, 8.30am to 5pm, 1 hour for lunch)

Benefits: 20 days holiday plus bank holidays
Work place pension - contribution from employer
Bupa Select - health care plan

Salary range: up to £8 per hour, Dependant on qualification and experiences

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure Barring Scheme check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.