

The Right HR solution for you ...

HRSolutions (GB) Limited

Solving YOUR HR and Payroll needs



JOB TITLE:

Apprentice Administration Assistant
- Business & Administration

REPORTS TO:

Sarah Subden - Director

1. PURPOSE OF JOB:

To assist the general administration within the team in the provision of clerical and administrative services to our clients. Including:-

1. To work with the HR Administration Officer and or Payroll officer in ensuring efficient administration throughout the Company.
2. To undertake personnel work within the Company under the direction of the Directors or the HR Administration/Payroll Team.
3. To carry out secretarial, administrative and clerical duties applicable to the grade under the direction of the Directors or the HR Administration/Payroll Team.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

1. To carry out telephone, reception and messenger duties.
2. To provide administrative support, including filing, word processing, reprographics, scanning and data input to meet the needs of the company

3. To record and send outgoing mail. Receive incoming goods and check against orders as required.
4. Day to day post duties including maintenance of the post labels folder
5. To pro-actively provide full Disclosure & Barring Service records (DBS) Administration; pre-employment checks and other ongoing client employee checks.
6. To pro-actively provide full Disclosure & Barring Service Records (DBS Administration for client's and their "Single Central Record" as required by Ofsted.
7. To assist with the general administration of work within the Administration Team.
8. To assist in the compilation of such reports and records, and assessment of data as may be required by the Company.
9. To assist in the compilation, maintenance and analysis of personnel and payroll records.
10. To maintain such records as may be required, including personnel and payroll records.
11. To input and validate data onto the Company computerized systems as required.
12. To use computerized systems e.g. Word, Excel, Outlook and databases, to input and manage data and produce required documentation;
13. To undertake work for the HR advisers as and when required.
14. General office duties including making drinks etc. as and when required and ensuring the kitchen area remains clean and tidy; recycling is placed in suitable containers on a weekly basis.
15. To assist with the accurate maintenance of the stationary supplies.
16. Such other duties as may be determined from time to time within the general scope of the post.
17. The job description will be reviewed as and when required.

3.	<p>KNOWLEDGE AND SKILLS</p> <p>Minimum of 5 GCSE's including Mathematics and English all at Grade C or above or equivalent.</p> <p>Excellent Keyboard skills.</p> <p>Computer literate.</p>		
4.	<p>GENERAL</p> <p>Should attend work appropriately dressed at all times - smart professional.</p> <p>Subject to references, pre-employment medical check and enhanced DBS.</p>		
<p>Other Duties</p> <p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.</p>			
<p>Health and Safety</p> <p>The post holder is required to carry out his or her duties with due regard for the Health and Safety policies and procedures.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Post holder]