

# Job Description

<b>Job Title:</b> Admin. Assistant	<b>Service Area:</b> Education, Inclusion & Achievement	
<b>Directorate:</b> Children and Young People (DCS)	<b>Post Number:</b> LBN33727	<b>Evaluation Number:</b> FROM HRMI SYSTEM
<b>Grade:</b> GLPC Scale 1 - 3	<b>Date last updated:</b> March 2021	

## Overall Purpose of Job

To undertake a range of clerical tasks to assist and support Community Education and Youth Service.

## Job Context

The post holder reports to the Business and Administration Manager.

1. The post holder does not have line management responsibility.
2. The post holder does not have budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
4. The post holder will be required to adhere to the dress code.

## Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Maintenance of office records e.g. mailing lists, enrolment details, instructor attendance and preparation of registers.
2. Application of Office.
3. Collation and recording of basic statistics for budgetary reports.
4. Dealing with written and verbal enquiries from members of the public, instructors and users of the site.
5. Drafting of simple letters and memos

6. Providing cover in the office in the absence of other staff.
7. Preparing and processing pay claims
8. Performing a variety of office duties including photocopying, filing, typing, taking telephone messages, mailings etc.
9. Ordering of stationary and office equipment, checking stock levels and maintaining an up-to-date inventory of crèche and office equipment.
10. To work within agreed timescales, seeking advice and instruction from senior staff when necessary.
11. To be willing to undertake evening and occasional weekend working as and when required.
13. To work as directed by the Centre Manager or by the Business and Administration Manager within a range of area offices as required.
14. To carry out any other duties that are in line with the purpose and grade of the job.

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

# Personal Specification



<b>Job Title:</b> Admin. Assistant	<b>Service Area:</b> Education, Inclusion & Achievement	
<b>Directorate:</b> Children and Young People (DCS)	<b>Post Number:</b> LBN33727	<b>Evaluation Number:</b> FROM HRMI SYSTEM
<b>Grade:</b> GLPC Scale 1 - 3	<b>Date last updated:</b> March 2021	

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>KNOWLEDGE AND SKILLS:</b></p> <p>Ability to read, draft and understand simple letters, reports and other council documents</p> <p>Numeracy to a sufficient level to perform basic calculations and prepare simple statistical analysis with a calculator if necessary</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

Ability to handle cash, issue receipts and to assist in the preparation of cash for banking	Application Form/Interview/Test
Knowledge of and ability to use Microsoft Office	Application Form/Interview/Test
Ability to communicate clearly and tactfully verbally and in writing	Application Form/Interview/Test
Knowledge of and ability to devise office systems and procedures e.g. filing, record keeping, organising meetings etc.	Application Form/Interview/Test
Ability to organise and prioritise workloads to meet deadlines and to demonstrate initiative and self-motivation	Application Form/Interview/Test
Understanding of, and commitment to, providing fair and helpful service to all members of Newham's community and workforce, in line with council policies	Application Form/Interview/Test
A flexible and adaptable attitude to work including willingness to work occasional evenings and weekends, and at various borough sites.	Application Form/Interview/Test
<b>EXPERIENCE:</b>	
Experience of working in a busy office environment	Application Form/Interview/Test
Experience of Microsoft office	Application Form/Interview/Test
Experience of handling phone calls	Application Form/Interview/Test
<b>OTHER SPECIAL REQUIREMENTS:</b>	
Willingness and ability to work occasional evenings and weekends to maintain service delivery.	Application Form/Interview
This post is subject to an enhanced DBS check	Satisfactory clearance at conditional offer stage

This post is exempt from The  
Rehabilitation of Offenders Act (1974).

Application Form