



# Alabaré Christian Care and Support

## JOB DESCRIPTION

The purpose of this job description is to indicate the general level of responsibility and standards expected of the post. The detailed duties may vary or develop over time according to needs without changing the nature or level of responsibility of the post.

### JOB DESCRIPTION:

**Job title:** Administrator Development Centres

**Responsible to:** Development Centre Team Leaders

**Base:** Development Centres across Salisbury

**Hours of Work:** Full Time – 37.5hrs  
To occasionally work unsociable hours, including weekends, bank holidays, and evenings

**Job Purpose:** To provide Administration support to Team leaders

### Key Duties and Responsibilities

- Work as part of the Development Centres Teams
- Provide team leaders with administration support.
- Undertake Invoicing
- Undertake banking and monitoring of Tills and petty cash
- Accept payments from service users and provide receipts
- Monitor invoicing to ensure prompt payment of self-funding service users
- Answer telephone calls directing callers as necessary
- Meet and greet public and service users
- To work in accordance with the objectives of Alabaré Christian Care Centres, its policy and procedures at all times.
- Assist in serving customers in the shop at Old Sarum when required.

### Administration:

- Maintain all necessary records in accordance with service policy.
- Maintain administrative records and chronology on Harmonia (Data system), recording appropriate factual information accurately.
- Ensure that all administrative work is up to date.
- Ensure confidentiality in relation to all service user documentation.

### Finance:

- Work with other staff to ensure that petty cash recording is up to date and that all other money is handled correctly and banked when necessary
- Assist with purchasing items needed to efficiently run the centres.
- Assist with the collection of payment arrears

**Property and Equipment Maintenance/Health and Safety:**

- Work with and support service users and other staff team members to ensure the maintenance of a clean and safe environment for service users, staff and visitors, ensuring all appropriate Health and Safety guidelines are adhered to in accordance with policy.
- Report maintenance requests in accordance with service policy.
- At all times adhere to relevant legislation, good practice, policies and procedures, including Health and Safety, Confidentiality and Equal Opportunities, Anti-discrimination. To work at all times to maintain service policies.

**Personal:**

- Attend regular staff team meetings and take minutes. Attend relevant external meetings as requested by your Line Manager.
- Be committed to personal development through training leading to NVQ accreditation.
- Attend training, conferences and workshops as required by Line Manager.
- Maintain My Learning Cloud ensuring training is up to date and kept up to date.
- Undertake safeguarding training for both Adults and Young People
- To be part of the greater team which will include interaction with all service users

**Other**

- To support the Mission, Vision, Values and Christian ethos of Alabaré in a responsible and positive way on all occasions.
- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.
- To adhere to the list of general duties contained within the staff handbook.

The job role as described will be reviewed from time to time and where necessary be amended. The Job Description also forms the basis at annual discussion of the Company's Appraisal Programme.

**Staff Member's Name:** \_\_\_\_\_

**Staff Member's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ALABARÉ CHRISTIAN CARE & SUPPORT IS STRIVING TO BE AN EQUAL OPPORTUNITIES EMPLOYER**

Alabaré Christian Care Centres is a company limited by guarantee, trading as Alabaré Christian Care & Support.  
Registered in England No. 2604011 Registered Charity No. 1006504  
Head Office: Riverside House, 2 Watt Road, Salisbury SP2 7UD

## PERSON SPECIFICATION

### **Administrator Development Centres (Grade 5)**

- Experience of all aspects of administration
- Experience of petty cash processes
- Experience of working with financial processes
- Experience of working with vulnerable client groups
- Experience of working unsupervised and on your own initiative.
- Ability to form and maintain professional working relationships with a range of individuals.
- Experience of working as part of a team
- Excellent written, verbal and non-verbal communication skills
- Experience of forming and maintaining appropriate professional boundaries
- Competent IT Skills to ECDL level 2 or working towards.
- Experience and knowledge of Health & Safety legislation and related issues
- Ability to record information accurately, objectively and within prescribed timescales
- To occasionally work other hours than those stated
- To currently hold or be committed to personal development through training leading to NVQ accreditation
- Hold current driving licence and have access to reliable car