

Job Description

For Administrative Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Administrative Assistant	JEID	L0430
Salary Grade:	Grade D		
Team:			
Service Area:			
Primary Location:			
Political Restriction	This position is not politically restricted.		
Responsible to:			
Responsible for:	Not applicable		

Role Purpose

To provide administrative support to a specified service area with the ability to work in other service areas as necessary.

Role Responsibilities

To provide a range of administrative duties to support a specified service area to enable effective delivery of service.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Administrative Assistant
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Main Tasks

To carry out straightforward routine administrative systems and procedures that support the operation of the service area, which may include:

1. Maintaining general reception duties providing a frontline customer response service and resolving basic queries.
2. Undertaking routine tasks specific to the service area such as dealing with basic correspondence, minute taking, typing up minutes, working within approved procedures.
3. Maintaining filing systems and entering and retrieving information from electronic databases.
4. Taking clear messages via telephone and or email and passing them on effectively.
5. Receiving, sorting and distributing incoming/outgoing post.
6. To check and look after office equipment bringing any issues to the attention of the supervisor.
7. To interact sensitively, professionally, and maintaining confidentiality when dealing with colleagues and customers.
8. To occasionally process small amounts of cash, cheques, invoices or equivalent.
9. To undertake the opening and closing of the building when necessary.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Level of literacy and numeracy skills to enable completion of tasks	A, I, T
To be able to communicate, in person and/or writing, a basic range of information to a number of people	A, I, T
To be able to use a keyboard with some precision and speed	A, I, T
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I, T
Have attention to detail and be able to produce accurate and verified work	A, I, T
Experience of handling and processing manual or computersied information	A, I
Experience of using a variety of windows based computer systems eg word, excel and if applicable, client database systems	A, I, T
The ability to minute take and process all documentation arising from these meetings	A,I, T

To be able to use judgement to interpret information and solve straightforward problems	A,I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken.	A,I

Desirable Criteria

Assessed By:

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	