



## **N NOTARO HOMES LTD**

### **JOB DESCRIPTION**

**Job Title:** Administrative Assistant

**Responsible to:** Home Manager

**Accountable to:** Operations Manager

**Job Summary:** Ensure all callers to the home receive prompt attention, exercising friendliness and courtesy.  
Answer telephone calls, taking clear, accurate information – record dates, names and times.  
Offer daily administrative support to the Home Manager.  
Maintain finance records in accordance with Company procedures.

#### **Principle responsibilities:**

- ❑ To assist in maintaining employee records to comply with the Care Standards Act 2000 and Care Home regulations 2001 and Company pay roll requirements
- ❑ Destroying CRB disclosures after 6 months of issue date in line with Data Protection and keeping clear and accurate records
- ❑ To maintain records of service users personal allowance accounts, keeping clear up to date accounts
- ❑ To maintain a daily register of service users, including day care and 'respite' service users
- ❑ To keep the admissions and discharge book up to date
- ❑ To ensure all supplier / service invoices are forwarded to finance department
- ❑ To photocopy, then forward to finance department all local authority contracts / schedules of payment and financial arrangements of service users. Retain copy and file in the home's service user records.
- ❑ To enter weekly, employee hours totals on computer.

**Additional responsibilities:**

- ❑ To ensure the home has required stationery supplies, adhere to Company budgets, making the most economical use of supplies and equipment
- ❑ To arrive for duty punctually and be appropriately and smartly dressed
- ❑ To observe the code of confidentiality
- ❑ To ensure anti-discriminatory practice is maintained
- ❑ To ensure equality and diversity is promoted and maintained throughout the home
- ❑ To understand Safeguarding Vulnerable Adult Policies and report any signs of abuse in line with the Whistleblowing Policy
- ❑ To promote good working relationships
- ❑ To be familiar with Company policies and procedures e.g. Health and Safety, Fire Safety and Complaints procedure
- ❑ To attend meetings as requested by Home Manager/Operations Manager.
- ❑ To attend 1:1 supervision sessions and training courses identified as required by the Home Manager.
- ❑ To undertake all reasonable duties as requested by the Home Manager if this does not impinge on your other duties.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.**

I acknowledge the receipt of the above job description:-

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Once signed, kindly return to the Home Manager.  
One copy will be retained in your personnel file and the other is for your personal reference.