**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:**  **SALARY SCALE:**  **REPORTS TO:**  **HOURS OF WORK:** | PA to the Management team  Depending on experience per annum.  Director  20 hours a week to be divided as appropriate between the Management team |
| **OVERALL AIMS/OBJECTIVES:**  To provide administrative support to the Management team understanding the priorities and allocating time accordingly. | |
| **DAILY TASKS AND KEY RESPONSIBILITIES:**   1. Maintain the Care-For-It system ensuring all information is uploaded in a timely manner. 2. Type up all dictated notes from meetings and ensure information is added to the Care-for-it system. 3. Ensures that the Management team’s reports are all filed appropriately and on a regular basis. 4. Book training as required for all the members of staff of the company. 5. Ensure all referral and pre- assessment documentation is held on the Care-for-it system and can be accessed when required. 6. Ensure all incident reports are sent to the appropriate care manager or care coordinator and subsequent filing takes place. 7. Ensure all log notes are uploaded on a weekly basis. 8. Upload all the rotas supplied by Client Finance Support. 9. To work with the Management team in promoting a high standard of care and support to the Service User. | |

**PERSONAL SPECIFICATION**

|  |  |
| --- | --- |
| **POST: PA to the Management team** | |
| **EDUCATION/TRAINING** | |
| **ESSENTIAL** | **DESIRABLE** |
| * Agreement to professionally develop with regular training as required |  |
| **WORK RELATED EXPERIENCE** | |
| **ESSENTIAL** | **DESIRABLE** |
| * Experience in working under pressure to targets and working in accordance to deadlines set. * Ability to communicate clearly and concisely, both orally and in writing. * Computer literate with particular knowledge of Outlook, Word, Excel and Powerpoint. * Ability to self-plan, and work in a systematic way * Ability to manage own workload and deal with stress and change in self and others. * Good diary management and organisational skills * To demonstrate a loyal and confident approach to the requirements of the role | * Ability to prioritise and respond calmly to changing demands. * Understanding of ‘The Care Act -2014’ * Understanding and commitment to empowering Service Users * Understanding of the Local Authority Policies:   ‘Your Life, Your well Being. 2016-2021’  ‘Care and Support in the Home’  KCC Strategy for ‘Adult Social Care’ |
| **PERSONAL SKILLS** | |
| **ESSENTIAL** | **DESIRABLE** |
| * Excellent communication skills * Good planning and organisational skills * Ability to cope with pressure * Ability to cope with change | * Have a full UK Driving License |

**HEALTH AND SAFETY**

In carrying out the tasks in this job description you have a duty (under Health and Safety Legislation) to take responsible care for the Health and Safety of yourself and that of others. This implies taking positive steps to understand the hazards in the work place, to evaluate and take actions to reduce risks. It is expected that you comply with the safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.

To remain vigilant and to do everything possible to protect Service Users and others from abuse of a physical, emotional, sexual, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

**THE CONTRIBUTION OF THIS ROLE**

Carrying out the tasks on your job description efficiently will ensure the smooth operation of the Companies administration and service. You will therefore, be making a very important contribution to their employees, to matters affecting individual Service Users and the achievements of the service as a whole. This will develop our position with local authorities, as will the positive relationships you make every time you deal with authority personnel and parents by letter, telephone, email or in person.

This is not a conclusive list as Phoenix Support strives to achieve excellence in delivering services and support to our Service Users and our Staff teams

**OUR COMMITMENT TO YOU**

1. To provide on-going training and development needs within this role

2. To provide the employee with genuine scope and progression with their career

**I have read and understood the job description**

**Signature required clarifying Personal Administration job description explained by Line Manager: (print name and sign)**

**---------------------------------------------------------------------------------------------------**

Signed(Member of Staff)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(In block letters)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_