

JOB DESCRIPTION

<u>Job Title</u>	Administration Assistant (Training Centre)
<u>Reports to</u>	Training Centre Facilitator
<u>Reporting staff</u>	None

Job Purpose

To undertake a range of clerical and administrative duties to support delivery of training to the service.

Generic Responsibilities/Job Family

General

- To provide a range of general or administrative services, which may include word processing, reception, post and filing duties
- To deal with initial enquiries via telephone or other media and respond appropriately or direct callers to appropriate services
- To create, maintain and interrogate data systems, ensuring the integrity and safekeeping of all data

<u>Specific Responsibilities</u>	
1	Maintain the Training Centre resources inventory
2	Responsible for booking resources in and out, including student learning materials, IT and audio visual equipment
3	Responsible for making arrangements for the catering of training events, in accordance with agreed procedures
4	Managing student and visitor access to training facilities
5	Maintain CPD (Continued Professional Development) in subject matter areas as directed by organisational requirements
6	Manage and input data into recording systems to provide reports for management processes