

Job Description

Administrator: Princess Alexandra Home



N-Vision

Blackpool, Fylde & Wyre Society for the Blind

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

Job Title:	Administrator: Princess Alexandra Home
Salary:	Salary: £10,400 per annum Hours: Part Time 20 hours per week Duration: Permanent
Location:	N-Vision, Bosworth Place, Blackpool, FY4 1SH
Accountable To:	Care Services Manager or his/her deputy
Responsible For:	To provide a confidential and efficient administration and support service to the Princess Alexandra Home
Working Arrangements:	The working week will be Monday to Friday, but some evening and weekend work may be required
Main Duties: <ol style="list-style-type: none">1. To provide a confidential and efficient administration and support service to the Princess Alexandra Home.2. To create and update reports and documents using Microsoft Word, Excel and other 3rd party online portals, assisting colleagues in these tasks as required.3. To administer, maintain and improve accurate records and report information eg: client databases, service performance monitoring, statistical data, NHS capacity tracker, Covid reporting and testing.4. To receive and process, written, verbal and face to face communication from residents and their families, staff, volunteers, health professionals, stakeholders and members of the general public etc.5. To support staff and managers with using technology and protocols eg medication proxy ordering, NHSmail, Microsoft Teams and care planning.6. To provide administrative support for meetings and events e.g. staff meetings, including the preparation of agendas and documents, accurate recording of minutes, timely distribution of documents etc.7. To liaise with the Finance Department and ensure accuracy and compliance with procedures in relation to all financial transactions.8. To support the preparation and distribution of media and publicity eg: social media, in-house notice boards and displays, newsletters and to assist in the running of fundraising activities.	

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9. Undertake duties and respond as required in connection with any Quality System in place eg: IIP, ISO
10. To assist in identifying future requirements in respect of required systems and procedures being introduced or updated/upgraded whether paper-based, IT-based or digital.
11. To assist and take the lead, on the establishment and implementation or upgrading of systems, whether paper-based, IT-based or digital.
12. Ensure compliance with the organisation's policies and procedures in all aspects of the post.
13. Maintain positive working relationships with residents and families, staff, volunteers, colleagues, health professionals and stakeholders.
14. Undertake other associated duties, responsibilities, training and development as required from time to time and instructed by the Care Services Manager.

Signed: _____
[Employee]

Date: _____