

# HILS SUPPORT TEAM ADMINISTRATOR

## PART 1: JOB DESCRIPTION

<b>Job Title:</b>	Support Team Administrator x 2 positions available
<b>Location:</b>	Hertford, SG13 7BH & St Albans AL3 5BU
<b>Salary:</b>	£10.90 per hour weekdays / £11.63 per hour weekends
<b>Hours of Work:</b>	Position one: Hertford site- Saturdays, Sundays & Mondays 8am to 3pm Position two: St Albans site - Saturdays, & Sundays 8am to 3pm
<b>Contract Type:</b>	Permanent
<b>Responsible to:</b>	Team Leader – Independent Living Operations
<b>Responsible for:</b>	No direct line management responsibility.
<b>Contacts:</b>	Internal and external customers and stakeholders; clients; Team Leader - Independent Living Operations; Support Team members; Community Team members.
<b>Role Summary:</b>	
The primary function is to provide administrative support to ensure the smooth running of HILS' meals services. This will mainly be meals on wheels, but will also include administration of the 'emergency food and grocery pack' scheme. The successful post-holder will be expected to offer excellent customer service to internal and external parties.	
<b>Principle Responsibilities</b>	
<ul style="list-style-type: none"><li>• Listen to the office answer phone and action all messages</li><li>• Check emails for any new referrals. Action all referrals and queries immediately</li><li>• Deal with all enquiries efficiently and effectively</li><li>• Open post, date stamp, and distribute to appropriate members of staff</li><li>• Send out new menus to clients and process menus on the SMARTT client data base when required</li><li>• Deal with 'No replies' by following the 'No reply' procedure</li><li>• Deal with any changes to client meal requirements</li><li>• Report any safeguarding issues</li><li>• Type and take minutes for meetings as and when required</li></ul>	

- Enter cheque payments received from clients onto the SMARTT system/enter in bank paying in book and ensure all the cheques are banked regularly
- To help maintain and administer the direct debit system
- Take card payments over the phone and process on to system
- Action compliments and complaints as and when required
- Update client data on the SMARTT system regularly
- Send out annual client questionnaires and assist with their uploading
- Cover delivery rounds as and when required
- To adhere to HCM's 'clear desk' policy
- To participate in staff meetings and attend any training as required
- To ensure that you conduct yourself in accordance with your responsibilities under the Health and Safety at Work act 1974
- To ensure compliance with the Food Safety Act 1995 and any subsequent amendments and all other relevant Food Hygiene legislation and guidelines.

**Important note:**

This is not a complete statement of all duties and responsibilities of this post. The jobholder may be required to carry out other duties as directed by the TLILO and other members of the Leadership Team, the responsibility level of which should not exceed those outlined above.

## **PART 2: PERSON SPECIFICATION**

### **Qualifications & Job Requirements:**

**Essential:**

- Full UK driving licence
- Ability to understand written and oral English
- Satisfactory DBS check
- The right to work in the UK

**Desirable:**

- Food hygiene certificate
- Clean driving licence
- Basic first aid
- Flexibility to provide cover as required

### Skills, Knowledge, and Experience:

#### Essential:

- Office experience
- Excellent communication skills, both written and verbal
- Good I.T. skills
- Good telephone manner

#### Desirable:

- Experienced in working with the elderly
- Good IT skills with knowledge of Word and Excel, and ability to learn a new computer system

### Personal Qualities:

#### Essential:

- Able to communicate with customers effectively
- Able to demonstrate empathy
- A team player
- Reliable
- Flexible and adaptable
- Ability to work on own initiative
- Ability to work under pressure and to tight deadlines

#### Desirable:

- Knowledge of delivery area
- Ability to plan routes, read maps, and use a Sat Nav

## PART 3: VALUES, BEHAVIOURS AND EQUAL OPPORTUNITIES

### HILS' Values and Behaviour Statement:

Our values are fundamental to the way our organisation works and underline our expectations of all of us. Our values are based around the most important parts of our business: **Caring** for our clients; working for Hertfordshire's **communities**; being **cost-efficient**; working **conscientiously**; **communicating** effectively and developing **creative** new services. Our clients have high expectations of our services, and as such, we expect everyone who works for HCM/HILS to share and act on our values.

### HILS' Equal Opportunities Statement:

We do not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (protected characteristics). The principle of non-discrimination and equality of opportunity applies equally to the treatment of former staff, visitors, clients, customers and suppliers by members of our current workforce.