


Role Profile	Administration Assistant Band B	
To provide an administrative support service to all members of the Corporate Services Department. The post will be based at Lifewise Centre and assist in the running of the centre.		
Core Responsibility	Activities	
Personal Responsibility	Promote equality, diversity and Human Rights in working practices Comply with health and safety legislation Complete administration procedures Maintain standards of professional practice Work as part of a team Make best use of technology	
Administration Support	Input, retrieve and present data using a computer Maintain a record management system Prepare and print documents using a computer Photocopy, present and distribute documents Review retain and dispose of records and information	
Managing the Organisation	Gather information to support action Provide customer service Provide specialist advice and knowledge Participate in meetings	
Finance & Resources	Order, store and distribute supplies Maintain effective payment systems Contribute to the effective control of the business	
Behavioural Framework		
Respect for Race and Diversity A Openness to Change C Teamworking C Effective Communication C Problem Solving C Planning and Organising C Personal Responsibility B		