



JOB DESCRIPTION – Administration Assistant

Job Title	Administration Assistant
Reports to	Head of Finance & Administration
Working hours	22 hours per week
Salary Grade	Mid-G1 (£23,625-£26,498 – or £9,450-£10,599 pro-rata)
Base	The Red House, 135 Station Road, Impington, Cambridge, CB24 9NP
Summary of Role	Providing support in daily office needs and managing the Commission's general administrative activities, to ensure the efficient and smooth day-to-day operation of our office.
Key Roles & Responsibilities	<ul style="list-style-type: none">• Act as central point of contact for all facilities / health & safety related services at the base office, including space rental/lease agreements• Take relevant meter readings and send to utilities suppliers, manage any invoice queries for all related facilities costs• Order office supplies and research new deals and suppliers• Maintain documentation and records pertaining to facilities management / service contracts, ensuring everything is complete, current and in line with legislation• Supervising and coordinating any on site contractors• Assist with the day-to-day compliance of Health & Safety legislation, documentation and best practice• Carry out the routine regulatory checks (e.g. annual risk assessments)• Support any general admin duties within the Commission
Line Management	None
Budget Management	<ul style="list-style-type: none">• Be compliant with IWC processes and procedures for financial and contract management.• Work within agreed budget, allocating resources appropriately, prioritising where necessary, demonstrating value for money and identifying any efficiencies, and ensuring any potential problems or overspends are flagged to the Management Team at the earliest opportunity.
Travel	None
Other	Any other tasks that are commensurate with the role
Review Date	October 2021
Authorised by	Rebecca Lent, Executive Secretary



PERSON SPECIFICATION – Administration Assistant

Selection Criteria

The table below indicates the essential and desirable criteria for this post and how these elements will be assessed by the selection panel. Please take care to ensure that you demonstrate that you meet the essential criteria in your job application. Candidates who do not meet the essential criteria need not apply.

Assessment Types: A = Application I = Interview P = Presentation T = Test

Attribute	Essential	Desirable	Assessment
Education	<ul style="list-style-type: none">GCSE English & Maths minimum grade C (4) or equivalent.		A
Skills & Abilities	<ul style="list-style-type: none">Good general IT skillsExcellent oral and written interpersonal skills including the ability to communicate with staff at all levels and external stakeholdersAbility to self-organise, prioritise and multi-taskFlexible and collaborative	<ul style="list-style-type: none">Use of planning software (e.g. MS Planner, Trello etc.)	A, I, P
Knowledge & Experience	<ul style="list-style-type: none">Working knowledge of office equipment (e.g. how to use printers)Experience of using Microsoft packages, primarily Word and ExcelExperience of dealing with external suppliers/contractors (e.g. Utility companies, service engineers, property agents)Experience of working with legal supplier contracts and deadlines / limitations therein		A, I, P

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