



Job Description – Office Apprentice

Salary: £9, 672 per annum

Hours: 35 hours per week (usually 9 a.m. – 4.30 p.m. Monday-Friday)

Reporting to: Senior Officers (Office)

Conditions of Service:

- 25 days annual holiday 1 Apr – 31 March (pro rata dependant on hours)
- Pension scheme is available and KASBAH will match employee contributions up to 2% (currently) of annual salary.

Period of Employment:

This post could be a permanent position dependent on the office needs (subject to the probationary period, an enhanced DBS disclosure and two suitable references).

Main Purpose of this Role:

- To assist the office with all administrative duties

Main Tasks and Responsibilities:

- To filter phone calls through to the KASBAH office staff
- To meet and greet visitors
- General administrative duties (photocopying, typing, franking post, laminating)
- Liaise with all Supported Living sites obtaining gas/electricity readings on allocated dates and submitting to energy suppliers whilst keeping the spreadsheet updated
- Update site notice boards/policy folders at all sites with revised documents
- Distribute petty cash to sites
- Assist Senior Officers regarding the preparation and organisation of meetings such as the Annual General Meeting (AGM).

General:

- Assist with office filing systems
- Editing and administration of the bimonthly newsletters (internally & externally)
- Ordering of office supplies and stationary (inks, recycling bags etc)
- Mail shot to companies re: raffle prices etc
- Assist with admin packs for awareness events.
- Any other appropriate tasks as may be required from time to time
- Flexibility to cover the office when Senior's are absent
- Ad hoc projects