



Job description

Job title:	Personal Assistant
Responsible to:	Chief Operations Officer and ultimately the Frontline Board
Main Base:	Frontline Partnership - Sawyers Church
Working environment:	Sawyers Church
Salary:	£10.50 per hour
Hours:	10 hours per week Initial 6 month contract

Job Summary: To work with the Chief Operations Officer

Main duties/skills required

- Knowledge of working a computer essential to a high standard including word, publisher, powerpoint presentations, access and excel
- To be able to search in detail information on the internet
- To collate specific information for Frontline projects as required.

Frontline works in partnership with Sawyers Church and other organisations with the same ethos

Frontline enables and supports people with a learning disability and high support needs to live full and productive lives through their active inclusion, participation and contribution, mainly within the Brentwood community

Company No. 4503616 Reg Charity 1099813

- To work with the Chief Operations Officer in the development new projects at Frontline
- To carry out specific activities as delegated by the Frontline Board or their representative(s).
- Other relevant duties as identified by the employer.

Notes

You will be expected to produce work to a high standard and to promote quality at all times. To report back relevant information to the Chief Operations Officer on a formal and informal basis and to receive regular supervision.

To participate in staff appraisal scheme.

To participate in appropriate training as identified through the supervision process

To ensure a good working relationship with colleagues to facilitate efficient team work and effective communications.

To represent Frontline in a professional manner at all times in both written communication and in person.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health and safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees.

Non smoking

The bases are non smoking areas. The employee will respect the smoking policies relevant to the individual sites visited.

Confidentiality

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The post holder will have access to confidential data on staff and services within Frontline. Failure to maintain confidentiality would lead to disciplinary action, which could ultimately lead to dismissal.

Equal Opportunities

Frontline operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery

Rehabilitation of offenders Act

This post involves contact with clients and is therefore exempt of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The post holder will be requires to be the subject of an enhanced DBS check.

Date of Job Description:

Signature of Post Holder:

Date:

COO signature:

Review Date:

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