



WOODLANDS

**QUAKER HOME & SHELTERED
HOUSING FOR OLDER PEOPLE**

**434 PENN ROAD, PENN
WOLVERHAMPTON WV4 4DH**

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Manager- Beverley Price

Thank you for your interest in the post of **Senior Administrator**

Your application should arrive by **5pm** on the closing date which is **Friday 26th January 2018**

Woodlands Quaker Home is a charitable organisation and in order for us to use our resources as effectively as possible we have had to take the difficult decision not to contact candidates whose applications are unsuccessful and therefore, if you do not hear from us within 3 weeks of the closing date then please be advised that we have been unable to shortlist your application on this occasion.

WHY ARE YOU APPLYING FOR THIS POST?

Please explain how your experience, knowledge and skills match those required by the Woodlands' job description and person specification (Continue on a separate sheet if necessary).

Why is the job of interest to you?

MISCELLANEOUS

Do you own a car? Yes [] No []

Do you hold a clean / valid driving licence? Yes [] No []

If no, please give details:

Please give details of special achievements, voluntary / community work and any other activities:

REFERENCES

Please name two people, not relatives, whom we may contact, one of which should be your present / last employer:

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: []

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: []

STATEMENT and DECLARATIONS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 (exemption) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Management Committee. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

Have you ever had any convictions or disciplinary investigations resulting in a caution, reprimand or warning?

Yes [] No []

If Yes, please give details:

Successful applicants are subject to checks from the Disclosure and Barring Service.

PERMISSION TO WORK IN THE UK

Employers need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.

Do you need permission to work in the UK? Yes [] No []

NOTICE PERIOD

What period of notice do you have to give your present employer?

What is the earliest date you could commence post?

I certify that to the best of my knowledge the information given is correct (failure to give relevant information or providing false information may lead to instant dismissal).

Applicant's Signature

Date

Office Use:

To ensure our equal opportunities policy is effective we need to monitor people applying for and starting jobs with Woodlands Quaker Home.

The information on this questionnaire is for monitoring purposes only and is not made available to the interview panel. This is to ensure that only your abilities, experience, training and qualifications are considered.

WOODLANDS QUAKER HOME

EQUALITIES MONITORING QUESTIONNAIRE

Name

1. Do you consider yourself? Please tick in one section (a), (b), (c) or (d).

1(a) WHITE

British []

Irish []

Any other Mixed background

1(b) MIXED

White + Black Caribbean []

White + Black African []

White + Asian []

Any other Mixed background []

1(c) ASIAN or ASIAN BRITISH

Indian []

Pakistani []

Bangladeshi []

Any other Asian background []

1(d) BLACK or BLACK BRITISH

Caribbean []

African []

Any other Black background []

2 Do you consider yourself to have a disability?

Yes []

No []

3 Are You?

Male []

Female []

4 Are You?

Under 20 []

20-30 []

30-40 []

40-50 []

50-60 []

60 + []

11. To archive documentation as and when required.

FINANCE

1. Calculate and prepare the payment of wages & salaries
2. Help accurately maintain all cash records, including all records relating to residents personal allowance
3. Assist with the collection and recording of all income.
4. Assist with the inputting of accounts data
5. To be responsible for ordering and controlling cleaning stocks and other related items, ensuring best value
6. To procure items for the organisation in line with policy and procedure ensuring best value, timely delivery and non-conflict with Quaker values.

HUMAN RESOURCES

1. To assist with the management of the Human Resources database, recording staff absences, training, annual leave and other necessary information.
2. Provide administrative support for the recruitment, selection and appointment of staff in accordance with Woodlands policy and procedures liaising with the Training Manager to ensure new staff are fully inducted and have undertaken mandatory training.

GENERAL

1. To assist in marketing and fundraising events for the Woodlands.
2. To work closely with other professional agencies and voluntary committee members.
3. Attend training sessions relevant to your job.
4. Undergo Fire training and assist others in the event of a fire.
5. Attend staff meetings, supervisions and appraisals.
6. To comply with all policies, procedures and protocols relating to infection prevention and control at all times.
7. To ensure confidentiality and Data Protection Regulations are maintained at all times.

In order to improve the office administration it is important that you make use of Information Technology where appropriate.

The duties listed above are intended to represent the range of duties that you may reasonably be expected to undertake. It is not seen as a comprehensive list and demands from you, flexibility and adaptability in your approach to the job. The Job Description is subject to review and may be amended accordingly to the need and development of the Home and Paddock.

Senior Administrator

Job Specification

	<u>Essential</u>	<u>Desirable</u>
Qualifications	<p>Good standard of education 5 GCSEs or equivalent</p> <p>Grade C or above in Maths & English</p>	<p>NVQ 3 in Administration NVQ 2 in Payroll Administration</p>
Skills & Experience	<p>Minimum of 3 years Administrative experience</p> <p>Excellent IT skills with experience of Microsoft Office</p> <p>Experience of cash handling and recording</p>	<p>Experience in working for a charity/voluntary organisation</p> <p>Experience in using:- Sage Payroll Sage Accounts Sage HR</p>
Attitude and Temperament	<p>Excellent interpersonal and communication skills (both written & oral) with the ability to liaise with individuals at all levels within the organisation.</p> <p>Ability to organise and prioritise</p> <p>Excellent Team working skills</p> <p>Awareness of equal opportunity and diversity issues</p> <p>Understanding and sympathetic to the needs of older people</p>	
Motivation & Personal Organisation	<p>Ability to work on your own initiative and to make informed decisions</p> <p>Flexible and able to adapt to change</p> <p>Excellent personal presentation</p>	