

## Work Experience Role Description



Middlesbrough Council work placements, and those of our partners have been developed to support residents from a range of backgrounds and levels of ability.

**Role:** Administration Assistant

### **Purpose of Post:**

- 1) To assist with the general administration duties within a busy environment.
- 2) To support the team in recording and communicating day to day information obtained
- 3) To monitor the live feed from staff plan and contact any support staff who have not signed in for their call.

### **General duties:**

1. Answer the phone
2. Filing
3. Photo Copying
4. Data input (depending on experience)
5. Communication with all aspects of the service
6. Stationary control and ordering

### **Experience and Skills you will gain:**

- Personal – Communication, Team working, Problem Solving, Personal development
- Enhanced data collection skills
- Professionalism and confidentiality

### **Other Responsibilities**

- All candidates are expected to demonstrate a commitment to the principles of equality and diversity Treat others with Dignity and Respect
- All candidates are expected to respect all confidentiality and principles and practice of the GDPR
- All work experience candidates are required to comply with Health and Safety policies and legislation.

**Days/times required:** Monday- Friday: 10am to 2pm

**Duration of the Placement:** Max of 8 Weeks

**DBS required:** Yes

**Additional Learning / Training required?**

Signed:

Date: