

DEBBIEJUDDHR LIMITED

JOB DESCRIPTION

ADMINISTRATION ASSISTANT – NOTE TAKER

Reporting to:	Director
Responsible for:	No responsibility for staff

Purpose of Role

The taking and transcribing of professional, accurate, confidential notes of HR formal meetings, to deadlines, working during school hours in school term time.

To work under the direction of an HR advisor to arrange HR meetings and to provide relevant documentation.

Key Tasks

As and when required, under a zero hours contract:

- To attend confidential, formal meetings eg hearings, appeals and investigation interviews to take organised, legible notes.
- To transcribe notes taken at above meetings into professional accurate electronic notes of the meeting, to specified deadlines.
- To seek approval of draft notes and to make any amendments as directed.
- To circulate approved notes to agreed personnel.
- To work under the direction of an HR advisor to arrange HR meetings and to provide relevant documentation.
- To maintain the highest level of confidentiality at all times.

General

- To maintain effective working relationships with client, colleagues, and external partners.
- To work individually and as part of a team, to achieve company objectives and standards.
- To take responsibility for own personal development, in line with agreed annual performance objectives and attend learning and development events, as requested.
- To ensure that all duties are undertaken in a safe manner, minimising risk, at all times.
- To carry out any other duties appropriate to the post, as required or requested by the line manager.
- Travel within North East of England will be required.

The job description should be signed by both the employee and the line manager. A copy of the signed form should be provided to the employee and a copy placed on the employee's personnel file.

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Employee

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Date

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Line Manager

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Date

DEBBIEJUDDHR LIMITED

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT – NOTE TAKER

FACTOR	Essential (E) Or Desirable (D)	Assess- ment Method*
<p><u>QUALIFICATIONS</u> Minimum 5 GCSE's Grade C (or equivalent) including English and Maths Shorthand of 80 wpm+ Qualification Relevant Notetaking Qualification OCR (RSA) – Level 3 Text Production and Wording Processing/RSA Level 3 Typewriting qualification or equivalent, relevant experience</p>	E D D D	A/W A/W A/W A/W
<p><u>EXPERIENCE</u> Demonstrable experience of taking and transcribing professional, accurate, confidential, electronic notes Proven experience of drafting documentation using pro forma HR templates Proven experience of providing effective customer service Proven experience Office 365 Experience which demonstrates effective knowledge and provision of HR procedures and process</p>	E E E E D	A/I/W A/I/W A/I A/W A/I
<p><u>KNOWLEDGE AND UNDERSTANDING</u> Good knowledge of computer literacy using Office 365 suite</p>	E	A/W
<p><u>SKILLS AND ABILITIES</u> Ability to take accurate, legible notes at a fast (speaking speed) pace. Ability to communicate effectively both orally and in writing, using correct, effective spelling and</p>	E E	I/W A/I/W

grammar.		
Ability to produce professional, well-structured and laid out, electronic written documentation including notes, and to complete pro forma documentation.	E	I/W
Detail conscious with a strong eye for accuracy.	E	A/W
Well-developed, professional customer-service focussed communication and interpersonal skills with the ability to build rapport and relationships with colleagues and customers at all levels, sharing information in a clear, concise manner.	E	A/I
Trustworthy and acts with integrity, with a proven record of confidentiality.	E	A/I
Self-motivated and able to work proactively both independently and as part of a team.	E	A/I
A positive, friendly 'can do' attitude.	E	A/I
Excellent organisation skills and time management skills with the ability to prioritise proactively and meet deadlines.	E	A/I
Takes responsibility and is accountable.	E	A/I
<u>OTHER</u>		
Ability to work during school hours, during school term times	E	I
Ability to travel within the North East of England	E	I
Flexibility with the ability to increase working hours, according to demand	E	I

Assessment Method*

- Application Form (A)
- Interview (I)
- Work Based Test (W)