JOB ROLE Administrator

Job Role Tasks		
Subject Area	**Curriculum Links**	**Job Tasks**
English	**Speaking - use of language** • Greetings • Have a discussion • How to make 'small talk' • Structuring a telephone conversation • Using company guidance on use of telephone messages **Listening - understanding** • Being able to ask if not understood • Follow verbal instructions **Reading - understanding** • Follow written instructions • Proof reading documents/emails to check meaning and grammar **Writing -** • Use of grammar • How to write a letter • How to write an email	• Meet visitors • Make coffee • Use the telephone • Write emails • Type letters and other documents • Organise meetings both virtual and face to face • Take minutes • Filing and collating paper documents • Post • Manage diaries and make appointments
Maths	• Use of numbers • Ability to count accurately • Able to understand purpose of invoice, bank/credit card statement • Time management	• Count petty cash • Raise invoices • Check invoices • Reconciliation of bank/credit card statements • Order supplies • Meet deadlines
ICT	• Use Microsoft packages such as Word, Excel • Use emails • Attach documents to an email • Use an electronic calendar • Use a calculator • Use Microsoft Teams or similar • Able to use social media	• Create and use word documents • Create and use spreadsheets • Use company databases • Print documents • Using a photocopier • Scanning documents • Manage electronic files • Social media posts