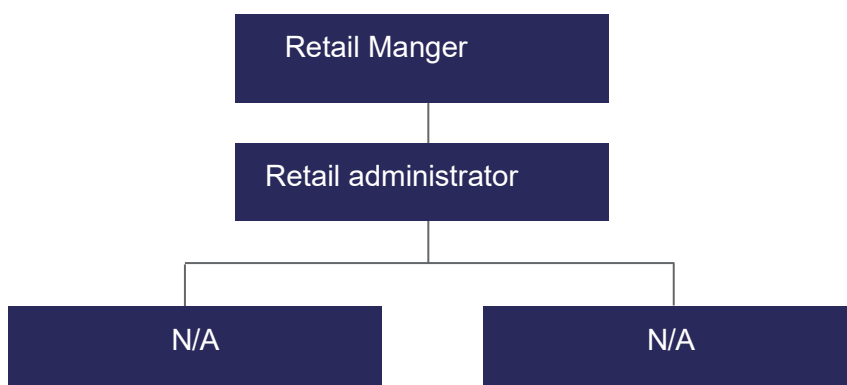


JOB DESCRIPTION

Position Title	Retail Administration	Department	Administration
Generic Job Title	Administrator	Segment	Healthcare
Contract	Sodexo Blue plus	Location	Aylesbury
Reports to	Retail manager/ senior supervisor	Office / Unit name	Stoke Mandeville Hospital

ORGANISATION STRUCTURE



Job Purpose

- Ensure the retail administration at the contract runs smoothly, produce high quality accurate work and meet deadlines
- Provide efficient and effective administrative support to the business, working directly with the retail supervisor , manager and the Local and Central Finance team
- Preforming Right to work in the UK, DBS in line with the tracking process and protocols
- Ensure effective retail administration processes are in place for month end, end of finance year and on day-to-day basis

Accountabilities or “what you have to do”

- Support manager and supervisors, where appropriate on minute taking
- Banking of parking money
- Banking of retail cash
- Drive/ imputing of correct pricing list
- menu's printing ,digital menus , labels , retail trackers
- Banking of money

- Conduct monthly money in safe audits with Finance manager
- Assist with recruitment interviews as necessary
- Run Clarity live reports / changing local till prices
- and layouts on Clarity live / Epos management
- Maintain staff notice boards ensuring business and site news are regularly
- Maintain policy folders
- Daily reporting and communication with Hub cash/trading
- Provide administration support to the L&D function as required
- Filing, post sorting, answering telephone, replying to emails, booking hospitalities and events in calendars
- Attend to any other administrative duties or reasonable requests made by the Senior Supervisor / Retail manager as required

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Daily finance tasks
- Daily, weekly menus , print out , digitals ,production, printing and appropriate food compliance
- Retail Audits achieving 90%
- Absence management meetings taking place in a timely manner
- Preforming RTW, DBS
- Standardized notice boards across retail department

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Recent, relevant, and successful experience in an administrative role
- Excellent IT skills
- The ability to plan and organize
- Experience of working without direct supervision
- Able to prioritize own workload and work to strict deadlines
- Attention to detail with high level of accuracy
- Possess a high level of confidentiality
- Great time management

Desirable

- Previous experience of administration duties
- An understanding of employee relations issues
- Great communication with client, colleagues, team

Contextual or other information

Version	V2	Date	October 2026
Document owner	Karla Bilota		
Employee print name:			
Employee signature:			