

Job Description

Job Title: Support Worker

Grade: Band 2

Location: LMC designated office as required

Responsible to: Responsible Officer /Team Manager

Summary of Main Duties & Responsibilities

Item	Duty/Responsibility
1.	To provide comprehensive confidential administrative support using Information Technology. To include: composing and preparing letters, reports, agendas, minutes of meetings and associated office based tasks.
2.	Deal with incoming and outgoing mail, diary management, filing, photocopying and arranging meetings.
3.	To undertake routine, non-routine administrative tasks and projects and project management that involve research, compilation, preparation and monitoring of a variety of information of a legal, non-legal, financial or other specialist nature.
4.	To provide support at meetings at various locations by minute taking and presenting information as required.
5.	Ability to prioritise work on behalf of the Responsible Officer.
6.	Effective communication with the team on administration issues.
7.	Preparation and checking of documents or correspondence on behalf of the Responsible Officer

Item	Duty/Responsibility
8.	Comply with Information Security Policies
9.	Any other duties as may be required from time to time commensurate with the grade and in line with South Yorkshire Community Rehabilitation Company policies.