

# MARY FEILDING GUILD

103/107 NORTH HILL, LONDON N6 4DP

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**Chairman:**  
**MS E WRIGHT**

**Hon. Treasurer:**  
**P ROBSON**

**General Manager:**  
**MISS M MCGLOIN**

Dear Applicant,

Thank you for your interest in the post of Secretary/Administrative Assistant.

Mary Feilding Guild is a small, independent charity established in 1877. The Guild is a registered care home for the active elderly and we are assessed as "excellent" by our regulator, CQC. Our ethos is to provide a home from home and to respond to individuals so they can continue to enjoy their later years to the maximum. We have a care for life policy which means when our residents become ill and increasingly frail we care for them up to the end of their lives, as long as we are able to. We are not a nursing home and occasionally residents may need to move to specialist care as they become very ill. The Care Team is at the heart of the Guild with a relatively low turnover of staff. It comprises 4 Senior Carers, and 11 Carers, most of the latter having attained at least NVQ Level 2. Our aim is to ensure that all of our Carers achieve this basic qualification.

The administration team provides important support to our residents, particularly as many are still fit and active. You will have daily contact with them and you must genuinely enjoy the company of older people and have a commitment to working to ensure that they have full and active lives - within the constraints of your role.

The Guild has a small senior management team and you will work closely with them. We recently launched a Benefit Fund Appeal to assist people in the future who otherwise could not live here without financial assistance. We have also enrolled on the Gold Standards Framework which is an accreditation process for excellent end of life care.

This job is busy and varied and for anyone who is capable and caring provides an excellent opportunity to make a significant contribution to the lives of the elderly whilst developing and employing a range of administrative skills. For anyone interested in Charities/Voluntary Organisations it will provide an excellent grounding in the Sector which is now as large an employer as the Health Service.

We hope you find the attached information of interest and look forward to receiving your completed application no later than **5pm Monday 26th July 2010**.

Yours sincerely

Mary McGloin  
GENERAL MANAGER

Mary Feilding Guild, 103/107 North Hill, London N6 4DP

Registered Charity No: 205563 [www.maryfeildingguild.co.uk](http://www.maryfeildingguild.co.uk)

# MARY FEILDING GUILD

## JOB DESCRIPTION

### SECRETARY/ADMINISTRATIVE ASSISTANT MATERNITY COVER 1 YEAR

<b>POSITION:</b>	Secretary / Administrative Assistant - Maternity Leave Cover - 1 year
<b>RESPONSIBLE TO:</b>	General Manager/Assistant General Manager
<b>MAIN CONTACTS:</b>	General Manager Assistant Manager Team Members – Admin Assistant & Bookkeeper Residents Head of Care, Housekeepers, Maintenance Man Members of House Committee – Volunteer Group

#### **Purpose of Position**

- Jointly with the admin team to contribute to the smooth and effective operation of a small, busy, friendly office which provides significant support to the running of the Guild.
- To assist the Guild residents in their day to day queries.
- To assist Senior Management in the execution of their responsibilities for the management of the Guild by providing administrative support as required.

#### **Principal Responsibilities**

1. Be available to answer queries or matters arising from residents and provide support as appropriate to the role.
2. Be the first point of contact for all callers (in person or by telephone) welcoming them in accordance with the Guild's standard and ethos.
3. To undertake a range of administrative tasks for which full training will be provided. To keep updated on the relevance of these tasks and to suggest improved ways of working to maximise our efficiency.
4. To produce the quarterly newsletter using Publisher (training will be provided).
5. To assist the General Manager as required in the context of the role including the upkeep of filing.
6. To work closely with the Bookkeeper and Admin Assistant to maximise the effectiveness of the administration.
7. Keep up-to-date records of confidential list of residents including but not limited to Associate Members Book, Monthly Residents Figures, Register of Members, Register of Residents, Catering Figures, Activities Figures.
8. Maintain the Guild's training records which are a statutory requirement.
9. Keep up to date with the information laid out in the Health and Safety file and the COSHH statement.

10. Keep up to date with current policies and procedures as laid down by the Guild in the appropriate file.
11. To fully participate in staff meetings and training activities as appropriate.
12. To take responsibility for the printer/fax/photocopier and any other office equipment to ensure their effective working at all times.
13. To assist in the administration of PR and fundraising events as required.
14. To carry out any reasonable request commensurate with the role and responsibility.
15. Hours for the role have increased from 18 hours to 28 hours per week Monday – Thursday. Consequently, the role is expected to develop and the job description will be reviewed. As the Guild is a small charity a flexible approach is essential.