

A12 Administration

Policy

This is to help ensure administration staff are fully aware of the tasks for the day and can help them prioritise the tasks required.

Procedure

1. The managers / supervisor must complete the task sheet (Appendix 1) prior to the administrator's arrival.
2. This form must be kept in a file / folder clearly marked Administration Tasks, with any corresponding paperwork relating to the task.
3. On arrival the administrator must review the tasks, clarify the priority points and by when.
4. It is the responsibility of the administrator to update the task sheet with the progress and completion of the task for that day. This must be signed and dated. Return the task sheet and any completed paperwork to the administration task file / folder.
5. The administration sheets maybe referred to in supervision therefore they must be kept in the back of the file / folder until the administrator's appraisal is completed.
6. The manager / supervisor must review the tasks at least monthly to ensure tasks have been progressed or completed.
7. It is the manager's responsibility to ensure the resources are available for the administrator.
8. Archive in line with the Council archiving procedure.

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
X	X	✓	✓	✓	✓	✓	X

