

Office Administrator & Vehicle Fleet Manager Job Description

0.6 FTE

Office Administrator

1. **Rotas and Policies:** Organise the monthly Morning Thought Rota. Ensure "Office Etiquette document" is up to date and standards are maintained.
2. **Holiday Calendar:** Manage Holiday Calendar (& back-end). Renew each year. Support Line Managers to ensure staff know how Holiday Calendar works; update when staff leave or arrive. Work out holiday accrual
3. **Company credit card, Petty Cash & Sum-UP:** Make payments as required and maintain Sum-UP machine. Supervise signing out of Credit Card and any petty cash payments. Ensure invoices are logged and passed to the Finance Department.
4. **Equipment and Stationery:** Weekly check to ensure Stationery Cupboard & flyer pigeon holes are stocked
5. **Printer:** Clean and maintain as required. Ensure staff log A+ and personal printing. Order paper & toner.
6. **Franking machine:** Ensure correct use. Report maintenance issues. Keep in credit. Change inks as required.
7. **Section Leader Meetings:** Set dates. Take minutes & disseminate. Ensure action items are resolved
8. **Equipment and Vehicle Hire:** Oversee hire (loan) of vehicles and equipment. Ensure payments are made and equipment and vehicles are returned in good condition and required documentation is signed.

Vehicle Fleet Manager

1. Organise MOTs, Tax and servicing for all A+ vehicles & trailers. Ensure they are road worthy & road legal.
2. Organise vehicle insurance and ensure drivers know what to do in the event of a break down or incident.
3. A+ keys: Ensure 2 working keys per vehicle. Manage the key cupboard. Supervise vehicle sign out.
4. Ensure regular Vehicle & Trailer Checks are completed and any issues are fixed, including notes in logbook.
5. Manage vehicle log books. Ensure insurance & contact details are up-to-date.
6. Fuel Cards are valid and paid. Calculate personal mileage and pass to the Finance office.
7. Support Exec. Director in sale and purchase of vehicles. Tax, insure and on-board them into A+ processes.
8. Oversee Driving Assessment procedure and ensure anyone who drives an A+ vehicle has passed

General

1. Ensure A+ equipment is stored properly and facilities are kept clean, tidy and safe.
2. Submit any Accident/Injury report forms with relevant evidence in a timely manner.
3. Note who is duty First Aider and ensure 1st Aid kit available in A+ Office.
4. Assist where necessary with other aspects of A+'s work as and when required to further the Mission of A+, including working with other teams to assist with bookings.
5. Participate in daily staff 'devotions' as part of A+ team, leading as per the Morning Thought rota.
6. Adhere to all A+ policies and procedures on and off site during all trips and events.

Salary Support

7. Where possible approach 'sending' home church, friends & family for support towards your work at A+ (10%).
8. Ensure your supporters are kept up-to-date with your work, prayer requests, etc.

Personal Development & Training

9. Attend training courses as agreed with Line Manager to further your work with A+
10. Keep a valid first aid certificate.

I have read & understood the above, and am happy to do this work for A+.

Signed

Name..... Date/...../2026