

JOB DESCRIPTION

Company Kent and East Sussex Railway Company Limited
 Job Title Administration Assistant
 Job Holder
 Reports to Operating Manager

JOB PURPOSE

To assist the Operating Manager with various administration tasks, filing and record keeping.

Maintain Incident Manual

Arrange medicals and liaise with medical staff.

KEY JOB RESPONSIBILITIES

- Maintain database for all staff
- Maintain Basic Railway Safety, Medical and Rule Book records for all staff as appropriate
- Keep up to date records of staff personal details, medicals and competence
- File records of Basic Railway Safety exams
- File records of operating staff exams, assessments/Guards logs/train delay forms etc
- Produce, issue and manage staff HOPS ID cards.
- Maintain records of Rule Books, associated publications and keys issued to staff
- Maintain the Incident Manual.
- Maintain Safety Database
- Arrange staff medicals and liaise with Nurse and Company Doctor
- Perform any other reasonable tasks as directed by the Operating Manager.

RESOURCES FOR WHICH THE JOB HOLDER IS ACCOUNTABLE

None

JOB DESCRIPTION PREPARED BY**ACCEPTED BY**

Operating Manager.....

Job Holder.....

Signed.....

Signed.....

Date.....

Date.....