



Job Description

Job Title: Administrator – Adoption

POSCODE: 01367

Grade: G

Overall Purpose of Role

To provide effective, timely and accurate administrative support to Operational teams working within the Adoption team.

Main Accountabilities

1	To provide a comprehensive, confidential range of effective and transparent business support to the team
2	To co-ordinate and manage the team's processes and systems in relation to communications including mailbox monitoring, task action and response
3	To attend and take accurate minutes of meetings as directed by the children's services operational leads in accordance with their priorities, protocols and procedures.
4	To carry out admin associated with supplier and service user payments using processes already in place
5	To support the operational management teams with the tracking of allocations and cases, including supporting service teams with provision of data and performance information.
6	Works closely and jointly with the other service members as required to ensure continuity of support for children's services and undertake other tasks as appropriate to the role to meet the needs of the business.
7	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
8	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department
9	To provide a comprehensive, confidential range of effective and transparent business support to the team

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to GCSE standard or equivalent professional qualification or business experience	Maths and English Grade C or above	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Local Government	A knowledge of working within a local government setting and working across key stakeholders	Desirable
Children's Services	Experience of working within a Children's Service environment	Desirable
Business Support	Experience of working within a Business Support/Administrative environment support operational delivery	Essential
Skills:		
Numeracy	Excellent numeracy, analytical, interpretative attention to detail.	Essential
IT	Competent in the use of IT	Essential
Minute Taking	Ability to accurately record minutes of statutory children's services groups and meeting	Desirable
Communication	Must be able to establish effective communication across a myriad of channels, including members of the public. Must have good verbal and written communication skills.	Essential
Experience:		
Working Relationships	Experience of establishing strong working and effective relationships across numerous stakeholder groups.	Essential
Change Management	Experience of working with a fast changing, dynamic environment.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being	Essential

	of children and young people/vulnerable adults.	
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Disclosure level	
What DBS Level is required for this post?	
None	☒
Standard	☐
Enhanced Child Only	☐
Enhanced Child/Adult Bar	☐
Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☐
Flexible	☒
Field	☐
Home	☐