



Job Description

Job Title: Administrator HAY01367
 Grade: G
 Location: Various Locations

Overall Purpose of Role

To provide an effective, timely and accurate administrative support to Operational teams working within the Locality Delivery Model

Main Accountabilities

1	To provide a comprehensive, confidential range of effective and transparent administrative support to the Team Manager and Coordinators
2	To co-ordinate and manage the locality team's processes and systems in relation to communications including mailbox monitoring, task action and response
3	To attend and take accurate minutes of team meetings (including attendance records etc.) as directed by the Team Manager
4	To manage the team's requirements, in accordance with policy and procedure. To complete interpreter bookings and transport requests
5	To support induction training for new staff in the team, ensuring effective training on local and corporate systems and requirements are identified.
6	To support the operational management team with the tracking of allocations and cases, including supporting service teams with provision of data and performance information.
7	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
8	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
9	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. To be responsible for opening and locking up of buildings used for Family Time.

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	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 systems including Microsoft Office	Essential
Minute taking	Ability to accurately record minutes of team meetings	Desirable
Experience:		
Working Relationships	Experience of establishing strong working and effective relationships	Essential

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