



## Job Description

Job Title: Senior Administrator

POSCODE: 01372

Grade: H

### Overall Purpose of Role

Provide resilient administrative support to senior managers within Children's Social Care.

Work in conjunction with colleagues from Children's Social Care and Legal Services to ensure accurate data collection and recording of all matters within a legal arena.

Manage excel documents and spreadsheets to ensure that data can be extrapolated to inform performance and trends within the legal arena.

Meet and assist with supervisory requirements.

### Main Accountabilities

| Main Accountabilities |                                                                                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                     | To manage spreadsheets and excel documents to ensure data is updated in an accurate and timely fashion.                                                                                                                            |
| 2                     | To develop an understanding of the legal framework in which we work, reading court documents and Solicitors' attendance notes to extrapolate data and input this on to spreadsheets for data analysis                              |
| 3                     | To ensure systems and procedures are in place and are adhered to, in line with the Case Progression team's requirements.                                                                                                           |
| 4                     | To manage the workload and productivity of the team and engage with other team members to understand their work requirements and help where appropriate.                                                                           |
| 5                     | To provide regular and structured feedback to the Case Progressions Manager and Social Work/ Legal Teams.                                                                                                                          |
| 6                     | To assist team members in embracing new ways of working and new technology, providing coaching, and identifying training needs where appropriate and participate in the development and application of new systems and procedures. |
| 7                     | Manage the team in preserving a high degree of confidentiality in respect of client and personnel information in accordance with Northamptonshire Children's Trust Protection Policy.                                              |

|    |                                                                                                                                                                                                                                                                                                                                                                                         |
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|    |                                                                                                                                                                                                                                                                                                                                                                                         |
| 8  | Undertake Ad-hoc project work, delegating and overseeing and managing this within timescales to completion.                                                                                                                                                                                                                                                                             |
| 9  | Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.                                                                                                                                                                                                                                                          |
| 10 | Manage the Health and Safety arrangements within the team and ensure that all necessary assessments are completed and recorded. Maintain a safe, tidy working environment. Ensure that reasonable care is always taken for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the department. |
| 11 | Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.                                                                                                                                                                                                                         |

### **Safeguarding commitment**

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/<br>Desirable |
|-----------------------------------------------------|-------------------|-------------------------|
| GCSE Grade C or above                               | Maths and English | Essential               |
| NVQ3 or equivalent relevant professional experience |                   | Essential               |

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

| Identify              | Details                                                                                                                                            | Essential/<br>Desirable |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Knowledge:</b>     |                                                                                                                                                    |                         |
| Health and Safety     | Knowledge of Health and Safety at Work.                                                                                                            | Essential               |
| Data Protection       | Knowledge of Data Protection.                                                                                                                      | Essential               |
|                       |                                                                                                                                                    |                         |
| <b>Skills:</b>        |                                                                                                                                                    |                         |
| Communication         | Excellent communications skills both oral and written to articulate at all levels.                                                                 | Essential               |
| Working relationships | Strong Interpersonal skills.                                                                                                                       | Essential               |
| Initiative            | Ability to use initiative to solve urgent business issues.                                                                                         | Essential               |
| I.T                   | Good IT skills including all Microsoft Office applications (Outlook, Word, Excel, PowerPoint).                                                     | Essential               |
| Negotiation           | Good negotiating skills.                                                                                                                           | Essential               |
| Coaching              | Coaching skills to develop skills/performance of staff.                                                                                            | Essential               |
| Confidentiality       | Demonstrate absolute discretion and confidentiality and application of Freedom of Information and Data Protection Act and principles at all times. | Essential               |

|                            |                                                                                                                                         |           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                            |                                                                                                                                         |           |
| <b>Experience:</b>         |                                                                                                                                         |           |
| Business Support           | Significant experience in administrative work.                                                                                          | Essential |
| Supervision                | Proven experience of supervising a team including demonstrating the ability to manage the quality and productivity of the team.         | Desirable |
| Solution focussed          | Problem solving.                                                                                                                        | Essential |
|                            |                                                                                                                                         |           |
| <b>Equal Opportunities</b> | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. | Essential |
|                            |                                                                                                                                         |           |
| <b>Safeguarding</b>        | 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 of children and young people/vulnerable adults.                        | 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?**

Fixed ☐

Flexible ☒

Field ☐

Home ☐