



## 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 locality operational teams
2	To co-ordinate and manage the locality team's processes and systems in relation to communications and SharePoint, including mailbox monitoring, task action and response
3	To attend and take accurate minutes of statutory children's services group meetings (including attendance records etc.) as directed by the children's services operational leads, in accordance with their priorities, protocols and procedures.
4	To manage the local requirements and distribution of petty cash, in accordance with policy and procedure, as directed through the financial operational transactions team
5	To deliver and support induction training for new staff in the locality teams, ensuring effective training on local and corporate systems and requirements
6	To support the locality operational management teams 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

**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
<b>Knowledge:</b>		
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
<b>Skills:</b>		
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 statutory children's services groups and meeting	Desirable
<b>Experience:</b>		
Working Relationships	Experience of establishing strong working and effective relationships across numerous stakeholder groups.	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