



## Job Description

Job Title: Admin Assistant 2 - Localities

POSCODE: 0405

Grade: D

### Overall Purpose of Role

**To provide effective business support and facilities management of a children's services locality hub**

**To support the service through the effective oversight of local resources and requirements**

### Main Accountabilities

|   |  |
|---|--|
| 1 | To provide an effective, polite and courteous welcoming service in a Children's Service Location.  |
| 2 | To co-ordinate events effectively within the locality, taking meeting bookings and ensuring the location is prepared appropriately.  |
| 3 | To co-ordinate, monitor and distribute stocks of office supplies, minimising waste and maintaining effective operation of the service.   |
| 4 | To work with the Locality Team Leader to monitor and ensure the location remains compliant with building health and safety requirements, including liaising with corporate property services to arrange maintenance and flag any concerns. |
| 5 | To respond to queries and requests for support from the teams within the Location in a consistent and effective way.   |
| 6 | Works closely and jointly with the other Administrators as required to ensure continuity of support for Children Services and undertake other tasks as appropriate to the role to meet the needs of the business.                          |
| 7 | 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

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 capacity                                     | Desirable           |
|                     | Previous experience of working or volunteering in a customer focussed role                   | Essential           |
| <b>Skills:</b>      |  |                     |
| Numeracy            | Numeracy, analytical, and attention to detail.   | Essential           |
| IT                  | Competent in the use of IT   | Essential           |
| Communication       |  | Essential           |

|                         |  |           |
|-------------------------|--|-----------|
|                         | Must be able to demonstrate ability to effectively communication across myriad channels. |           |
| <b>Experience:</b>      |  |           |
| Working Relationships   | Experience of establishing strong working and effective relationships with customers     | Desirable |
| Change Management       | Experience of working with a fast changing, dynamic environment.                         | Essential |
| <b>Disclosure Level</b> |  |           |

|  |                                     |
|--|-------------------------------------|
| <b>What DBS Level is required for this post?</b> |                                     |
| None   | <input type="checkbox"/>            |
| Standard   | <input checked="" type="checkbox"/> |
| Enhanced Child Only                              | <input type="checkbox"/>            |
| Enhanced Child/Adult Bar                         | <input type="checkbox"/>            |

### Working Arrangements

|  |                                     |
|--|-------------------------------------|
| <b>What work type does this role fit into?</b> |                                     |
| Fixed  | <input type="checkbox"/>            |
| Flexible                                       | <input checked="" type="checkbox"/> |
| Field  | <input type="checkbox"/>            |
| Home   | <input type="checkbox"/>            |