

# Job description

## Job title

Administrator

## Hours

22.5 hour per week (worked flexibly in discussion with manager)

## Contract

Permanent

## Role profile and grade

AS20 – Grade1, Point 1

## Salary

Starting salary £14,047.20 per year with biennial increments. Salary has been pro-rated from the full time equivalent of £23,412.00 per annum (£12.01 per hours – Real Living Wage)

## Location

Wythenshawe, Manchester

## Reports to

Registered Manager or Delegate

## Type of DBS required

Enhanced, Child & Adult Workforce & checked through both the Child & Adult Barred Lists (we will apply for this on your behalf)

## Job purpose

To provide a professional and effective administrative service to the Registered Manager and staff team, thus enabling them to provide high quality care to the young people in the Trust's care.

Our children's service in Wythenshawe provides children and their families, that are on the edge of care, support with Positive Behaviour Support within their homes.

Safeguarding children, young and vulnerable people is a priority for all employees.

## Nature of the post

The post holder will be based at one of our residential units in the north of England. Employees should note, however, that they are employed by the Trust and may be required at some point to work at other appropriate Together Trust units.

In addition to the administrative duties the post holder will be required to attend meetings, supervision, annual appraisals and training. The nature of the work of the Together Trust is varied and, in many instances, unpredictable. All staff are therefore expected to work in a flexible way and tasks that have not been covered in the job description may have to be undertaken.

At all times, the post holder is expected to conduct themselves professionally, to work within the current legislative framework and to adhere to the Together Trust's Policies & Procedures.

## Key Duties

- Establish, monitor and maintain administrative systems which ensure that the records of the young people in residence are accurate and up to date.
- Act as an interface between the home and outside organisations and individuals in order to minimise the diversion to operational staff.
- Record all internal and external communications, including telephone calls, letters, messages and emails, ensuring that they are passed on to the relevant member of staff.
- To be responsible for the security of the office and its contents and ensure the confidentiality of records and information relating to the young people and staff.

- Keep accurate financial records and be responsible for internal financial claims.
- Collate information and provide regular reports for both internal and external agencies on the unit and young people's issues/progress and other statistical information as requested.
- Undertake routine office work, including word processing for the Registered Manager and staff team, including accurate and concise minutes of meetings.
- Act in a discrete and professional manner, ensuring confidentiality at all times.

## Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	NVQ Level 3 in Administration or equivalent, or willingness to work towards the award.	
Experience and skills	<p>Previous experience of office work, preferably in a residential setting.</p> <p>Efficient and accurate keyboarding skills and ability use Word, Excel, Access and Outlook.</p> <p>High standard of written and oral English.</p> <p>Good interpersonal skills with the ability to liaise internally and externally in a confident and professional manner.</p> <p>Ability to prioritise work and to use own initiative.</p> <p>Ability to work as a team member.</p> <p>Ability to work flexibly around the needs of the young people.</p>	Working with children/young people.

<b>Knowledge and understanding</b>	Setting up administrative systems including filing and record keeping	
<b>Other</b>		

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.