



Role Profile

Job Title: Administrator	Grade/ Level: L	Post Number: P/A
Directorate: Children Services	Job Family: Admin/ Children's Services / Social Care	Date Prepared: April 2022
Role reports to: Leadership Support Team Leader		
Job Purpose: To support the Childrens Services Leadership support team with daily administration tasks, these will include taking notes and agenda planning, invoicing across the Directorate, and general admin duties.		
Key Accountabilities: <ul style="list-style-type: none">• Attend meetings as required, and take notes. Compile and produce a clear and agreed record of the meeting action points for circulation within Children Services and to external agencies and families, where appropriate, within procedural deadlines.• Note take directly to laptop when possible to ensure the quickest turnaround and distribution of Meeting Notes.• Gather information from Care Director for meetings with other professionals as required. Ensure that Managers have relevant information in correct format for required meeting.• Respond immediately to requests by Managers or professionals from designated agencies for Strategy Discussions.• Maintain the Referral Team Database to inform monthly, quarterly and annual central government statistics. Provide statistics when requested.• Maintain knowledge of current developments around use of information technology.• Maintain the confidentiality of client information, ensuring that correspondence has correct addresses and labels.• Contribute to effective and efficient service delivery according to the priorities, policies and procedures laid down by the Local Safeguarding Children's Board.		

Supplementary Accountabilities:	
<ul style="list-style-type: none"> Carries out duties as required by the Leadership Support Team Leader commensurate with the grade of the post. 	
Job Scope: Number and type of jobs managed: Not applicable Typical tasks supervised/allocated to others: Not applicable	Job Scope: Not applicable Budget: Not applicable Assets: Not applicable
Knowledge and Experience:	
<ul style="list-style-type: none"> High level of typing – touch typing preferred Typing speed of 60 wpm minimum High standard of English grammar and punctuation High level of competency in the use of information technology At least 3 years’ experience of working in a clerical role Good communication skills and telephone manner Ability to cope with the constant pressure of working to procedural deadlines Because of the nature of the meetings and the need for comprehensive notes, the jobholder has to be able to concentrate very closely on what is being said and to record this accurately 	

Decision Making:

- Ability to work under minimum supervision and use judgement, skills and expertise to compile and produce a clear and agreed record of actions for circulation within Children Services and to external agencies and families, where appropriate
- Ability to prioritise own workload, responding to conflicting pressures
- Across all aspects of the position, to make an informed decision and to consult with a Manager, on what information can be given to another person either within or outside of Children Services

Contacts and Relationships:

- Maintain constructive working relationships with Social Work staff within Children Services
- Regular liaison with professionals in other agencies at all levels

Creativity and Innovation:

- Ability to constantly review the procedures around setting up meetings by regular liaison with Team Administration Officers, Team Manager and Independent Reviewing Managers

In accordance with the provisions of the Data Protection Act 1998, job holders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: