

## **Job Description**

**Post:** Senior Administrator

**Responsible to:** Better Start Area Manager

**Responsible for:** Administrators

**Grade:** Scale 6 points 12 to 15 (£29,364 to £30,852)

### **Main purpose of job:**

- To be responsible for the development and operation of the Better Start area Children's Centre (CC) administrative and management systems and procedures, ensuring that they meet the needs of the Better Start area.
- To line manage the clerical and/or administrators who support the Better Start area.
- To ensure the smooth running of all Better Start area CC administrative functions including leading and managing data management, communication mechanisms and health & safety requirements.
- To be part of the Senior Leadership Team working with the Better Star Area Manager and Better Start Services Deputy Manager to deliver high quality provision across the reach area.

### **Main Responsibilities:**

1. To be responsible for ordering resources, processing invoices, managing petty cash and recording information in line with the Lead Provider's systems.
2. Work alongside senior managers on relevant projects, representing the area with outside agencies and internal teams and colleagues as appropriate.
3. Provide line-management to the Administrators working across the Better Start area.
4. Responsible for ensuring relevant user attendance and service data is input into databases, e.g. Synergy EIS, Mosaic and in-house systems ensuring information meets GDPR requirements.
5. Produce timely and accurate statistical information and reports for a variety of audiences including Governors, Local Authority Officers and Early Years Strategic Partnership Boards.
6. To coordinate health & safety systems across the area CC premises ensuring best practice is in place throughout.
7. Responsible for ensuring communication from the Administration Team to the BSAM, Better Start Team and wider CC team is accurate, timely and appropriate.
8. Lead on marketing and promotion of services, including maintaining social media and website forums.

9. To be responsible for preparing induction for staff, agency staff and work experience students.
10. To ensure all reception areas in the Better Start area CCs are suitable as the main point of contact for visitors/caller, and that reception staff are responding to enquiries where possible or referring to the appropriate member of staff as required.
11. Work in conjunction with the team organising and co-ordinating events in children's centres as well as external trips; including coordinating risk assessments and management plans
12. To work with the team to ensure information and display boards are up to date, high quality and informative for parents and visitors.
13. To be responsible for ICT, telephone and copying machines putting in place systems to ensure they are maintained and functioning effectively.
14. To be responsible for producing, updating and distributing agreed Lead Provider children's centre policies.
15. To maintain effective links with the local community, dealing sensitively with members of all communities represented locally.

#### **General**

16. To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
17. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.
18. Safeguarding: To remain vigilant and do everything possible to protect children, parents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Better Start Area Manager or Lead Provider Headteacher any incident of this nature you witness, hear about or suspect.
19. When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.
20. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
21. Work flexibly as required by the needs of the service, including occasional evening and weekend working
22. To carry out as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its contents.

**CHILDREN & YOUNG PEOPLES SERVICE**

**Person specification:** Senior Administrator

**Shortlisting Criteria:** in your written application, you will need to give evidence or examples of your proven experience in each of the criteria marked E = Essential.

**Interview Scheme for Applicants with Disabilities:** if you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with ✓✓ = Essential on the personal specification when you complete the application form.

		Shortlisting Criteria
Key Knowledge	1. General good standard of education and a Minimum level 3 qualification or equivalent in related field	E ✓✓
	2. Sound knowledge and understanding of word, Excel, Power Point, Database reporting systems, email and internet	E ✓✓
	3. Knowledge of relevant legal frameworks such as GDPR and how to apply this in systems	E ✓✓
	4. Knowledge of health & Safety legislation, safeguarding requirements and compliance	E ✓✓
Key Experience	5. Strong computer database proficiency including data management and report writing	E ✓✓
	6. Line management of an administration team and/or volunteers/apprentices	D
	7. Experience of working in multi-disciplinary teams building collaborative relationships with multi-agency partners	E ✓✓
	8. Experience of implementing health & safety requirements across various sites, including risk assessment and management	E ✓✓
	9. Experience of leading marketing and promotion of services	E ✓✓
	10. Ability to lead communications systems across a multi-site environment	E ✓✓

<b>Key Behaviours</b>	
<b>Focuses on people</b>	<ul style="list-style-type: none"> <li>Engages with and listens to team members and stakeholders in order to understand their needs and concerns and respond appropriately</li> <li>Empowers and supports teams and stakeholders to make informed choices and co-design future services</li> <li>Establishes and maintains effective working relationships with partners and parents</li> <li>Leads staff development through supervision and appraisal ensuring people feel valued and supported</li> <li>Develops an active listening and learning culture with staff teams where everyone's contribution is valued</li> </ul>
<b>Takes ownership</b>	<ul style="list-style-type: none"> <li>Being accountable and responsible; always doing what you say you will do</li> <li>Ensures teams are fully aware of strategic priorities and why their contribution is important to achieving these</li> <li>Is credible and trustworthy ensuring mistakes become learning opportunities</li> <li>Raises the confidence of teams enabling self-belief to take on challenging tasks and knotty problems</li> </ul>
<b>Works collaboratively</b>	<ul style="list-style-type: none"> <li>Works effectively and inclusively with a range of people both within and outside the organisation</li> <li>Promotes a team ethos across organisation boundaries</li> <li>Solicits the involvement of others and readily shares own experience and expertise</li> <li>Identifies and pre-empts any potential sources of conflict, ensuring continued collaboration</li> </ul>
<b>Communicates effectively</b>	<ul style="list-style-type: none"> <li>Tailors communications to appeal to, include and engage different audiences</li> <li>Recognises good practice and achievements and feeds back to teams and stakeholders</li> <li>Offers professional, up-to-date views, opinions and advice to leaders, managers, staff and peers</li> <li>Shows courage and confidence to speak skilfully, challenging others when necessary</li> </ul>
<b>Focuses on results</b>	<ul style="list-style-type: none"> <li>Delivers personally and through others by setting clear goals and targets, monitoring progress and holding people to account</li> <li>Demonstrates determination, resourcefulness and purpose to deliver the best results for the organisation and its people</li> <li>Creates and drives delivery of clear project plans for multiple projects in the short to medium term</li> <li>Motivates, influences and inspires others to achieve the best they can for children and families</li> </ul>