

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Children's Services- Early Help & Schools
SECTION: Early Help & Early Years
LOCATION:

JOB TITLE: Locality Administrator
POST NUMBER:

Grade: 4

Accountable to: Children & Families Locality Lead
Accountable for: N/A

Hours of Duty: 37 hours per week IN ACCORDANCE WITH SERVICE REQUIREMENTS AND THE SCHEME OF FLEXIBLE WORKING ARRANGEMENTS/SERVICE WORK-LIFE BALANCE SCHEME

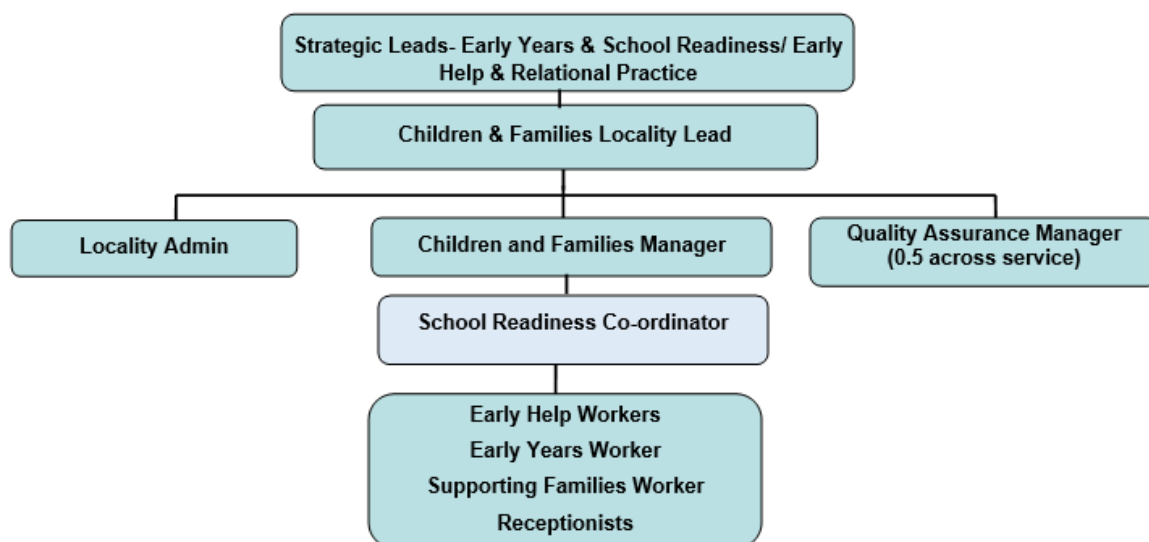
Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

This post is not Politically Restricted in accordance with the current regulations

DBS check

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. To be responsible for the provision of administrative support as requested for any service area within the Early Help & Early Years Locality Team, and where required to provide support to other locality areas within the service.
2. To be responsible for co-ordinating and oversight of administrative support to the service in the locality area, ensuring all buildings have adequate Reception cover.

Control of Resources

Personnel

No line management responsibility however co-ordination of Receptionist staff resource across locality required.

Financial

Responsibility for raising payment requests, payment of invoices and administration of petty cash.

Equipment/Materials

To be responsible for any materials, resources and equipment used in relation to the role.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

To undertake all mandatory training and additional training specific to the service area. The post holder will be responsible for assisting in the identification of his/her own training and development requirements in line with the service area and accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Members of the Council, Senior Management and staff within the Service and other Council Services Partner Agency, GMCA and community groups.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To coordinate reception cover and a rota for all buildings within the locality, ensuring that there is adequate cover when buildings are open to deliver a service to children and families.
2. To undertake delegated monitoring of budgets and oversight of petty cash allocations and processes across the locality in consultation with the finance officer, this will include the use of Civica and other financial systems.
3. To have oversight of administration procedures within the locality ensuring these are effective e.g. visitor books, signing in and out of the building, issuing of a visitor's pass, ordering of goods, and petty cash etc.
4. To review and develop where required additional administration processes and procedures to meet the needs of the service.
5. To produce system reports as required to support performance reporting, quality assure, input information and generate reports from electronic databases.
6. To prepare and collate documentation and presentation information as required for the locality team and to assist with documentation for any inspections or peer reviews.
7. To provide direct administration support for relevant staff and the service including organisation of meetings, briefing sessions, training workshops correspondence, minute taking, circulation of minutes and associated papers, ordering resources, petty cash etc.
8. To provide where required reception arrangements which are welcoming to all children, young people, families and visitors; and provide support to partner agencies using locality buildings e.g. health appointment bookings and distribution of information
9. To ensure the provisions of hospitality for events and meetings as required, this would include room set up and ensuring facility/IT requirements are met.
10. To support with the organisation and administration of service provision in locality buildings including sending letters, telephoning parents/partners, recruitment to sessions, crèche booking, and updating attendance records via electronic and paper systems.

11. To ensure the maintenance of data integrity and confidentiality through adherence to relevant guidance and legislation; and to use local authority IT systems including word, excel, powerpoint and liquid logic, EYES, e-procurement.
12. To review monthly service reports (including Early Help and TAF reports), contacting relevant partner agencies to follow up actions in relation to both ongoing cases and the management of referrals related to service panels.

Job Description prepared by Amanda Highland-Partington

Date June 2020

Agreed by Postholder

Date

Supervisor

Date

Service Director

Date

Rochdale Borough Council Person Specification

Service :	Children's Services- Early Help & Schools	Post:	Locality Administrator
Section :	Early Help & Early Years	Post Number :	
Job Ref:		Grade:	Grade 4

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
To work flexibly in accordance with the Authority's scheme of work life balance and the needs of the service	E	AF/I
To travel within and outside the Borough as required	E	AF/I
To undertake work outside of normal hours as required	E	AF/I
(b) Qualification and Experience		
Experience of using different IT systems and expertise in using Microsoft Office including Word, Excel, PowerPoint, Outlook	E	AF/I
Experience of undertaking administration duties and tasks to support teams	E	AF/I
Experience inputting information into spreadsheets and databases	E	AF/I

Experience of undertaking reception duties in buildings accessed by the general public, children and families	E	AF/I
Adaptable, flexible problem solving approach to work.	E	AF/I
(c) Skills and Knowledge		
Good written and verbal communication skills with a range of colleagues, partners and members of the public.	E	AF/I
Knowledge of petty cash processes	E	AF/I
Knowledge of relevant health and safety procedures e.g. signing in processes for buildings, contractors visiting buildings	E	AF/I
Knowledge of data protection and confidentiality requirements and the ability to ensure these are implemented	E	AF/I
Good organisational skills and the ability to prioritise work and make effective use of time.	E	AF/I

(d) Behaviours and Values		
Approach the job at all times using the values set out below • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Be aware of and apply these values and associated behaviours at all times.		