Bridgend County Borough Council Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

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Job Description

DIRECTORATE: Education and Family Support

DEPARTMENT: Integrated Working & Family Support/

Flying Start Childcare & Basic Skills

POST: Administrative Assistant

GRADE OF POST: Grade 4

RESPONSIBLE TO: Advisory Teacher

(Business Support Officer on a temporary basis)

JOB PURPOSE:

The main purpose of this job is to provide administrative support to the varied members of the multi-agency team within Flying Start and the wider early years' service including specific teams such as the Speech Language and communication service and the non-maintained Foundation Phase team.

Working under the supervision of the Flying Start Advisory Teacher and Early Years and Childcare Manager, you will carry out a range of duties to provide clerical and administrative services to all members of the multi-agency Flying Start and early years teams in a number of settings across the early years programme.

This job contributes to the Directorate's main goal, which is to help all children and young people to:

- thrive and make the best use of their talents;
- · live healthy and safe lives;
- be confident and caring individuals;
- Know and receive their rights.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Provide excellent customer care in receiving telephone calls and personal callers to a range of early years settings. Support the communication and social media for all aspects of early years and childcare.
- Provide administrative and co-ordination of support such as typing, filing, printing, population of required templates and photocopying to the early years and wider Flying Start multi-agency teams i.e. the Health Visitor, Speech and Language, Family Support Workers and the Flying Start Manager and to support the ICT / monitoring and requirements of a range of multi-agency teams.

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- Organise, attend and minute meetings, training, interviews and conferences as instructed by the Early Years and Childcare Manager, support the booking of meeting rooms within the FS and early years programmes and undertake and review risk assessment procedures.
- Develop and maintain administration information systems to support the work of the project, process invoices on Cedar Financials, support the Early Years and Childcare and FS Manager, the Bridgend County Borough Council EIP Central Grants team in monitoring and recording spend on individual budgets.
- Operate manual and or computerised information systems in connection with a range of early years and Flying Start initiative; support the collection of the monitoring data, contracts and systems locally.
- Be responsible for ordering, receiving, checking, storage and distribution of resources and liaising with appropriate BCBC services for minor repairs to the fabric of the early years buildings on behalf of the FS Management Team including the administration of key holder information and inventories for the early years venues.
- Support the administrative needs of the Wellcomm programme within Bridgend early years service working closely with colleagues in the funded non-maintained early years settings and Flying Start Speech and Language Therapists to record data in order to support the analysis and reporting of the programme.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the Health and Safety Policy

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safequarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

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Person Specification

Administrative Assistant

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications & Training	A good standard of education, equivalent to NVQ/QCF level 3 or an ability to demonstrate competence through experience	(Yes)	Production of original Qualification Certificates and application form.
	Good numeracy / literacy / I.T. skills to Level 2.	(Yes)	
Knowledge & Experience	Experience in liaising with members of the public.		Interview, application form and selection process.
	Experience of working in an office environment.	(Yes)	
	Effective use of equipment / technology and a familiarity with relevant office programmes.	(Yes)	
	Effective levels of IT skills able to use Microsoft Office programmes such as Word Excel packages.	ole to use Microsoft Office ogrammes such as Word	
	Experience of computerised databases		
	Experience of minute taking in regular team meetings.	(Yes)	
	Experience in managing resources.		

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Skills & Personal Qualities	 Ability to relate wand adults. 	rell to children	Interview, application form and selection
-7.5	 Experience of delivery of service 		process.
	 Ability to form co- working relations colleagues. 		
	 Excellent commuskills. 	nication (Yes)	
	 Able to work on c 	own initiative.	
	 Ability to work fle proactively. 	xibly and	
	 Demonstrable co achieving positive for children and y 	e outcomes	
	 Excellent organis and Word proces 		
	 Able to adapt to docations as requ 		
	 Willingness to pa training and deve activities to main enhance professi development. 	elopment tain or	
	 Resilience and in 	tegrity.	
	 Valid driving licen access to a car. 	ce with (Yes)	
	 Ability to communithrough the media 		