

## Job Description

<b>DIRECTORATE:</b>	Education and Family Support
<b>DEPARTMENT:</b>	Integrated Working & Family Support/ Flying Start Childcare & Basic Skills
<b>POST:</b>	Administrative Assistant
<b>GRADE OF POST:</b>	Grade 4
<b>RESPONSIBLE TO:</b>	Advisory Teacher (Business Support Officer on a temporary basis)

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### 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.

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### 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.

- 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.

### **Safeguarding**

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.



