

# Job Description and Person Specification

Role: Administrator – Residential Children’s Homes



## Job Description

<b>Job Title</b>	Administrator
<b>Grade</b>	4
<b>Service</b>	Children's Services
<b>Reports to</b>	Registered Manager and Deputy Manager
<b>Location</b>	Coventry City Council – citywide Children's Homes
<b>Job Evaluation Code</b>	X9080L



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

To ensure the effective provision of all administrative, clerical and support services required by the Children's Home under the direction of the Registered Manager.

## Main Duties & Key Accountabilities

### Core Knowledge

- To be responsible for developing and maintaining appropriate administrative and clerical procedures to meet the needs of the home. These will adhere to service guidelines and procedures and will take into account the special nature of residential accommodation. They will include: the appropriate maintenance of all records and information relating to service users; collation of statistical information; the use of mainframe and local PC applications; reception services for visitors; personnel procedures; timesheets etc.
- To be responsible for financial control procedures in operation within the home, and in line with service procedures. To maintain all relevant petty cash, stamp and bank account imprests and to ensure the efficient and secure use of the safe and its contents.
- To advise the Registered Manager and Operational Lead in the control of the home's budgets.
- Ensure that all necessary levels of equipment and supplies are provided and maintained, liaising with other sections as appropriate.
- To ensure that satisfactory arrangements are made for the maintenance, health and safety, cleanliness and security of the building and its contents.
- To ensure the smooth operation of a reception service in liaison with other staff, as necessary.
- To maintain a working knowledge of the home's purpose and function and aid its members in the formulation of their own administrative procedure.
- To contribute to the smooth operation of the home, to attend management and other meetings making contributions as appropriate and taking minutes when required.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Health Education Police GP practices Ofsted Independent Visitor Public – children’s families, friends, local community	<b>Internal</b> Registered Managers Deputy Managers Senior Childcare Workers and Residential Children’s Workers All service areas in Childrens Services and the wider council e.g., <ul style="list-style-type: none"><li>- Social Workers</li><li>- Human Resources</li><li>- Finance / Purchasing</li><li>- Health &amp; Safety / Property Maintenance / Compliance</li><li>- IT</li></ul>
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

N/A

## Person specification

<b>Job Evaluation Code</b>	X9080L
<b>Knowledge</b>	
An awareness of and commitment to the equality of opportunity in service provision and employment	
A knowledge of administrative procedure and systems including appropriate use of information technology	
A knowledge of financial / budgetary systems and procedures	
Understanding of the importance of confidentiality	
<b>Skills and Abilities</b>	
Effective communications skills, both written and oral	
Working on own initiative and prioritising workloads	
Inter-personal skills to include sensitivity, diplomacy and assertiveness with respect to users and all levels of staff	
Sound numeracy skills to accommodate cash handling, imprest monitoring and record keeping	
To demonstrate a high standard of keyboard / typing skills (a test may be administered)	
To take minutes of meetings as required	
To maintain a petty cash imprest and monitor budgets	
An aptitude and willingness for information technology and using relevant software packages	
<b>Experience</b>	
Financial and budgetary control	
<b>Qualifications</b>	
A good standard of all-round education is required	

**Special Requirements**

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	01-Jun-2017	<b>Date Reviewed</b>	Jan-25
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