



Coventry City Council

Job Description

Post:	Early Years Administrator	Job Number:	X9069L
Service:	Early Years Team	Post Number:	
Location:	Friargate Floor 9	Grade:	Grade 3

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.

Job Purpose:

To provide high quality administrative and general office support, within the City Council.

Main Duties and Responsibilities:

1. Deal with enquiries, through varying mediums (e.g. Face to Face, Telephone & Email), ensuring that where possible they are resolved at first contact, or that messages are passed on to the relevant person for action; seeking to resolve queries and using judgement as to when to pass on more complex issues.
2. Undertake data input and document production using the range of systems in use within the organisation including reports and minutes.
3. Maintain computerised and filing systems, retrieving information as requested, and ensuring that information is kept up to date; to include creation of databases and spreadsheets as appropriate and provision of information and reports as required.
4. Responsible for maintaining supplies of stationery and other office consumables for distribution upon request.
5. Place and receipt orders and raise invoices as appropriate.
6. Receiving and processing payments and update of reconciliation sheets.
7. Handle straightforward correspondence on behalf of others, and undertake minute taking as appropriate.
8. Maintain an up to date knowledge of corporate systems and standards and pass on information to other team members.
9. Undertake training of business service team members in office systems and procedures.
10. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Family Information Service Data Manager
Workforce Development Communication and Marketing Officer

Date Reviewed: May 2021

Updated: June 2021



Coventry City Council

Person Specification

Post:	Senior Administrator	Job Number:	X9069L
Service:	Early Years Team	Post Number:	
Location:	Friargate Floor 9	Grade:	Grade 3

Area	Description
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Knowledge:	• Knowledge of the services provided by Local Government
	• Knowledge of early years sector work
	• Knowledge of IT packages and systems to support word processing and presentation of documents
	• Health and Safety in relation to the office environment
	• Knowledge of data protection regulations and implications
	• Of equal opportunities issues in relation to delivering services to the public and in the workplace

Skills and Abilities:	• Ability to prioritise own workload and use initiative to solve minor issues within the working environment
	• Ability to work flexibly and respond to changing priorities
	• High level of communication and interpersonal skills, both written and verbal to deal with members of the public and external agencies and establish rapport with colleagues and team members
	• Ability to maintain confidentiality of information
	• Ability to be able to train and guide team members
	• Accurate data inputting skills
	• Excellent organisational skills to maintain office systems and arrange meetings
	• Ability to take and produce high quality minutes in the support of meetings

Experience:	• Of a wide range of clerical and administrative work
	• Of using and maintaining IT systems and specialist database packages
	• Of producing a range of high-quality word-processed documentation e.g. reports
	• Of dealing with a wide range of people in order to handle enquiries and resolve queries

Educational:	• Formal IT qualification e.g. RSA, CLAIT, NVQ, ECDL or equivalent
	• GCSE Maths and English, Grade 4-9 or equivalent



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