JOB DESCRIPTION

Job Title: **Administrator – H2I**

Location: **Administration hours will be required to be completed from the allocated home.**

Hours of work: **As agreed by Home Manager**

Reports to: **Home Manager**

Purpose

To provide administrative support to services including children's homes, fostering, semi-independent provisions and central support functions.

Main Duties and Responsibilities

- Provide comprehensive administrative support to meet the needs of the service/ function.
- Demonstrate a clear understanding of the principles of safeguarding and apply them appropriately within the role.
- Maintain effective work systems, ensuring that all correspondence and documentation is dealt with accurately and appropriately.
- Manage petty cash systems in accordance with organisational financial procedures, ensuring transparency and accountability.
- Ensure children allowances are allocated as required and available on required days, monitor allowance spends and liaise with manager with any concerns.
- Reconcile credit card expenditure and submit documentation for timely processing.
- Raise purchase orders and complete invoicing process to ensure payment for services are made in timely manner.
- Conduct staff compliance checks including DBS status checks and Driver Licence checks and ensure recording on Charms Management System.
- Keep accurate records of maintenance works completed in the service.

- Liaise with external contractors and supplies to ensure timely delivery of services and resolve any issues.
- Monitor and report on adult training compliance, ensuring mandatory training is completed and recorded.
- Assist Home Manager in preparing reports and data summaries for internal audits and inspections.
- Collaborate with Home Manager to complete the monthly payroll return and submit in line with monthly cut off.
- Ensure effective management of paperwork within the service, archiving in line with data protection policies.
- Coordinate meetings including scheduling, minute taking and distribution of actions.
- Maintain inventory records and support procurement of office supplies and service-related resources.
- Support with incident reporting processes by ensuring accurate documentation and timely escalation.
- Provide administrative support to central support functions as required.
- Provide cover for other administrative roles within Homes2inspire during periods of absence or high demand.
- Uphold confidentiality and comply with data protection regulations when handling sensitive information.

Other

1. To undertake any further training as identified in the Shaw Trust and Homes2inspire review procedures.

2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.

3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's and Homes2inspire safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.

6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.

8. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

9. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

Job Title: Administrator – H2I

(E=Essential D=Desirable)

SKILLS AND CORE COMPETENCIES

Technical competency (qualifications and training)

- Proficient in Microsoft programmes including Word, Excel, PowerPoint and Teams. (E)
- Training in data protection and confidentiality (D)
- GCSEs (or equivalent) in Maths and English (E)

Experience

- Previous experience in office administration role. (E)
- Experience managing company finances. (D)
- Experience coordinating meetings and minute taking (E)
- Experience using case management systems (e.g Charms) (D)
- Experience liaising with external contractors and suppliers (D)

Skills and Attributes

- Excellent written and verbal communication skills (E)
- Strong organisational and time-management skills. (E)
- Problem solving and decision making skills. (E)
- Ability to handle multiple tasks simultaneously. (E)
- Detail orientated and thorough. (E)
- Ability to pass on written and verbal information clearly and concisely. (E)
- Ability to prioritise and work to deadlines whilst working under pressure. (E)
- Ability to maintain confidentiality and handle sensitive information appropriately (E)

Personal qualities, communicating and relating to others

- Professional, calm and empathetic approach (E)
- Adaptability and flexibility in a changing work environment. (E)
- Ability to work on own initiative and within a team. (E)
- Resilient and able to work under pressure (E)

Safeguarding

- Commitment to safeguarding and promoting the welfare of children (E)
- Demonstrates integrity, accountability and a child-centred approach (E)

Other

- Strong commitment to equality, diversity and inclusion, ensuring fair and respectful treatment of all individuals. (E)