

JOB DESCRIPTION

Job Title:	Administrative Assistant (30 hours per week)		
Directorate:	People	Salary:	FTE £25,989 - £29,540 plus £729 LWA (pro rata £21,072 - £23,951 plus £591 LWA)
Section:	Adult Social Care, Business Support	Grade:	BG-I SCP 6-14
Location:	Waymead STC	Work Style:	Fixed

Key Objectives of the role

To work as a member of the Provider services team providing comprehensive business support within Waymead short term care and Bracknell day services who provide support for adults with additional needs.

Designation of post and position within departmental structure



Daily and monthly responsibilities

To provide administrative support to the Provider Services Team for People with Learning Disabilities and Autism within the People's Directorate, and representing them at such meetings as Health & Safety, Time Square Facilities, Data Quality, etc.

To support the Provider Services Team by undertaking a variety of tasks which may include minuting a variety of meetings, dealing with routine correspondence and enquiries, dealing with incoming and outgoing telephone calls, maintaining of all records/archiving, scanning, Invoicing, data cleansing performance reports and finances e.g. petty cash and bank cards.

To undertake administration duties in relation to this post and to demonstrate values and behaviours within the Provider Services Team.

To ensure adherence to Health and Safety Regulations.

To perform any other duties/tasks as may from time to time be necessary and compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of Role

- To support Provider Services within People's Directorate.
- High standards must be maintained as the teams deal with sensitive and complex issues.
- There is no budgetary or supervisory responsibility

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>5 GCSE's (Grade C or above) or equivalent including Maths and English.</p> <p>Good standard of English language and literacy – educated to at least GCE 'O' level, GCSE or equivalent.</p> <p>Evidence of working with Microsoft packages.</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>IT literate and competent in use of Word, Excel, PowerPoint, Administration skills, letter writing, proof reading, telephone answering, maintaining computer-based information.</p> <p>Minute/note taking skills and experience.</p> <p>Awareness of the importance of confidentiality.</p> <p>Ability to work effectively within a team and to work using own initiative.</p> <p>Excellent telephone manner.</p> <p>Effective time management and attention to detail.</p> <p>Ability to work using own initiative Understanding the commitment of safeguarding and promoting vulnerable adults welfare.</p>	<p>Experience of working within a Social Care environment</p> <p>Experience of using In-house systems i.e., LAS</p> <p>Experience of working with people with Learning Disabilities and Autism.</p>
Work-related Personal Requirements	<p>Able to work in a busy and demanding environment.</p> <p>Able to cope with and adapt to changing circumstances and priorities.</p> <p>Receptive to new ideas and able to accept change.</p>	Health & Safety at Work knowledge

	Self-motivated with ability to work with minimal supervision.
Other Work Requirements	<p>A satisfactory Disclosure and Barring Service check.</p> <p>The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.</p> <p>Prepared to undertake training essential to carry out tasks required. A flexible approach at all times.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

