

Midlothian Sure Start - Job Description

Job Title: Administration Assistant (Maternity Cover)

Responsible to: Business Support Manager

THE ROLE

To undertake a variety of clerical, typing and administrative duties to ensure a consistent efficient approach is delivered in all aspects of Midlothian Sure Start administration. This may entail you travelling to other centres within Midlothian whilst being based at our Head Office at Mayfield.

General Administrative Tasks

- Provide a reception and information service, including dealing with general enquiries from members of the centre, users and the public, and dealing with telephone enquiries.
- Provide administrative support to the allocation process.
- Provide typing support for the Co-ordinators, Chief Executive and Project User Groups. This includes the typing of reports, minutes, correspondence and leaflets.
- Open, check and record incoming mail, distribute and process outgoing mail.
- Liaise with the Business Support Manager in the purchasing of stationery in order that stock levels of stationery may be controlled and the centres can benefit from economies of scale.
- Monitor stock control of stationery requirements, prepare requisition forms and check invoices before processing/raising cheque for settlement.
- Assist the Business Support Manager in the preparation of publicity - posters, leaflets, local newspaper advertisements, etc.
- Carry out general clerical tasks related to the operation of the organisation such as maintaining a filing system, photocopying/duplicating.
- Carry out general clerical tasks related to the operation of the Centres when required as negotiated with the Business Support Manager.
- Attend meetings as required.
- Attend regular support and supervision with the Business Support Manager.
- Any other duties arising and pertaining to the post.

Database

- Maintain information systems, as required, including the operation of computerised databases, or word processing systems.

Financial

- Assist the Business Support Manager with Petty Cash accounts for each of the aforementioned centres on a regular basis as agreed with the Business Support Manager when required

Personnel

- Assist the Business Support Manager with keeping a record of the sickness absence and holiday requests for employees when required
- Assist the Business Support Manager with the recruitment process when required.

Midlothian Sure Start - Personal Specification

THE PERSON

- This post requires a person who is flexible and demonstrates a can-do attitude.
- This post requires a person who has the ability to communicate effectively with children, parents, students, colleagues and staff from other agencies.
- This post requires a person who must be able to use your own initiative, have a level of creativity, have self-direction and also self-awareness.
- This post requires a person who can multi-task and perform well under pressure.

REQUIREMENTS

- General education at standard grade, together with a relevant qualification in using Microsoft programmes.
- HNC in Administration/ Accounting or equivalent qualification is desirable.
- Previous experience of office systems and procedures is essential.
- Word processing and Excel experience is essential.
- You will need to have a satisfactory PVG Certificate
- Good interpersonal and communication skills are essential
- Desirable to hold Full UK Driving Licence.

THE PACKAGE

- Salary of £16,950 - £17,938.38
- Workplace Pension
- Generous holiday entitlement
- In-house training with the opportunity to access external training
- Working as part of an ever growing supportive Organisation
- An opportunity to make a difference to the lives of our families