



Job Title: Admin Assistant (17.5hrs Fixed Term 30th June 2019)

Responsible to: Business Support Manager

Main Purpose of Job:

To support the effective operations of Midlothian Sure Start six Family Learning Centres. To oversee To undertake the clerical, typing, administrative and bookkeeping duties arising out of the operation of the Dynamic Dads Project and Midlothian Sure Start Cross Services .

Main Responsibilities:

- Support Cross Service Staff
- Allocation of Bank Staff.
- To assist Business Support Manager with other tasks, as required.

Main 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 typing support for the Centre Managers, Service leads 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.
- Monitor stock control of stationery requirements, liaising with Finance administrator for ordering.
- 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.
- Maintain information systems, as required, including the operation of computerised databases, or word processing systems.
- Carry out general clerical tasks related to the operation of the Cross Services and 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.
- Assist the Business Support Manager with allocation of Bank Staff.

Education/Vocational Qualifications Required

HNC in Administration or equivalent is required. The candidate must undertake a enhanced PVG check.



Experience Required

Experience of working with a database and understanding the fundamentals of data collection is essential. Experience of working as an administrator is essential. Experience of working within the voluntary sector with families is desirable.

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 their 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

- HNC in Administration/ Accounting or equivalent qualification is desirable.
- Previous experience of office systems and procedures is essential.
- Word processing and spreadsheet experience is essential, as is the use and comprehension of database systems.
- 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 £16,660.40-£18,476.53 (Salary Scale 10-15)
- 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

BUILDING

BEST

BEGINNINGS