

Job Description

Job Title	Children Centre Administrator
Directorate	Children and Young Peoples Services
Service Area	Early Help
Grade	4
Competency Level	1
Salary	£25,119 - £28,770
Job Type	Office Based
Location	Clubmoor & Ellergreen Children's Centre.
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To provide a wide range of administration and finance services to the Children's Centre

Directly Responsible For:

Not applicable

Directly Responsible To:

Children Centre Manager

Main Areas of Responsibility:

- To develop and implement appropriate administrative systems to support the children centre.
- To provide general administration support (stationary monitoring, ordering, processing orders, minute taking, photocopying and post etc) and IT support (word processing, spreadsheets, databases, and mail merges etc) to members of the children centre.
- To carry out internal financial duties which support the delivery of the children centre activities/plans. For example, budget monitoring, raising invoices, using finance systems to maintaining accurate electronic records, and providing information and data for any finance and audit reports.
- To provide information to the centre co-ordinator and finance officer related to essential spend from previous year to support the manager in setting and managing their budget allocation.
- To provide information to the designated LCC finance officer,
- To provide information and reports to centre manager in preparation for meetings with LCC finance officer.
- To respond to centre manager and LCC finance officer in relation to budget queries
- To source resources via the procurement process which would include when require obtaining quotes.
- To participate in the distribution of vouchers to families and in ensuring effective recording systems are in place to monitor this.
- To participate in the distribution of healthy start vouchers and vitamins and ensure that this is captured on estart.
- To support new staff in using the estart data base
- To input family data and information on to electronic systems, such as liquid logic and e-start and to extract reports as requested.

- Referrals input onto Liquid logic and follow up with referrer if adequate information isn't provided.
- To support and mentor the centres receptionist in the use of relevant data bases, e.g., Liquid Logic and estart
- To assist in the development/dissemination of information to parents, children and partner agencies via social media, information directories and written literature.
- To participate on a reception rota with other members of the children's centre team and cover the children centre reception as and when needed
- work in a flexible way, as part of a team and under own initiative, including flexibility of working hours in accordance with the working arrangements of a children's centre, including occasional evenings and weekends.
- To deal with enquiries from within the centre, parents/carers and other agencies and to sign post callers to appropriate team members when calls cannot be dealt with.
- To input content on social media platforms and the centres website
- To support the promotion and marketing of children centre activities
- To operate a session booking system, manage waiting lists and ensure that clear records are kept linked to bookings and attendance at sessions.
- To set up the rooms according to the bookings including tea/coffee and refreshments where appropriate- moving equipment around
- Issuing and maintaining the supermarket voucher spreadsheets

Specific areas of responsibility

- To undertake individual work plans and tasks as directed by the children centre co-ordinator.

- To take part in regular keeping in touch meetings and personal review and development as part of the authority's performance management framework.
- To participate in training and development activities as relevant to the post.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- The job entails some standing and sitting.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant administrative and/or IT qualification e.g., IBT2, EDCL, NVQ 3 in Business Admin or IT (A/I)
- GCSEs in Maths and English (Grade C or 4 and above) (A)

Desirable

- A willingness to undertake appropriate training

Experience

Essential

- Relevant experience in the use of administrative and financial systems such as SIMS & SAP and a range of IT software e.g., Word, Excel, Access, and Microsoft office (A/I/T)

Skills/Abilities

Essential

- IT skills e.g., database, spreadsheets, word processing, mail merge, case recording systems (A/I)

- Ability to use financial systems and input data accurately (A/I)
- Good standard of oral and written communication skills (A/I)
- Ability to set up and maintain general office systems and procedures (A/I)
- Ability to work as a flexible member of a busy team (A/I)
- Good time management and organisational skills (A/I)

Desirable

- Ability to take and write minutes of meetings

Commitment

Essential

- A commitment to the development of children centres and high-quality early years services for the children and people of Liverpool (A/I)
- A positive commitment to customer care, and an ability to deal sensitively with both the public and professional colleagues alike (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- The post holder must be willing to work flexibly, including working hours, to meet the needs of the children centre. This could include occasional evenings / weekends (A/I)
- This post is subject to a Disclosure and Barring (DBS) at the appropriate level.

Desirable

- A willingness to work as part of a team, and on own initiative