

Directorate:	Children, Young People & Education
Unit/Section:	Integrated Children’s Services – Business Support
Grade:	KR5
Responsible to:	Business Support Lead

Purpose of the Job:

- To ensure the provision of administrative and financial support to assist in the effective management of Children’s Centres.
- To support the wider district team and work with other Open Access provision as appropriate.

Main duties and responsibilities:

- To act as a first point of contact for staff, visitors and partners working in and accessing Children’s Centres, providing appropriate advice and guidance.
- To provide comprehensive administrative support including updating and maintaining electronic records to ensure accurate and timely data quality, and the production of regular and ad hoc reports.
- To plan, organise and coordinate any Area or District internal and external meetings including events and user lettings. Ensure every administrative aspect is covered including room set up/clear up, refreshments as required, note taking and distribution to appropriate staff.
- To process, maintain and monitor financial records relating to expenditure and income, including support for petty cash and purchase card purchases and withdrawals, ensuring all financial information and procedures is accurate and up to date.
- To process, maintain and monitor petty cash and ensure the physical banking of income, ensuring compliance within the Authority’s Financial Regulations and Procedures.
- To enable the budget manager to monitor their budgets in accordance with finance regulations and Directorate procedures. To ensure the physical banking of income, ensuring compliance within the Authority’s Financial Regulations and Procedures.

- Assist the Business Support Lead in collating and submitting relevant information and reports as requested by senior managers.
- To support managers and staff with a range of HR processes including recruitment and induction to ensure that prescribed practices are followed.
- To monitor and collate Health and Safety returns and Risk Assessments for the District, highlighting with the Business Support Lead any outstanding Health and Safety issues, and reporting of any property maintenance issues.
- To support the District team to ensure that Children's Centres are maintained in line with Health and Safety requirements as directed, and assist with the locking and unlocking of buildings as required.
- To input and maintain District Asset register/inventory, booking systems, and other required registers required for the District.
- To work across locations within the District as required to support flexible working, annual leave and other forms of absence to ensure service delivery.

Footnote: This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to GCSE level or equivalent (Level 2) Qualification in Administration essential.
SKILLS AND ABILITIES	Excellent interpersonal skills Literacy, numeracy and computer skills - ability to produce a range of documents and reports, including non-standard reports, using Microsoft Office, databases and case management systems Ability to organise and prioritise workload to achieve deadlines Ability to maintain and process accurate and timely records and to investigate complex queries and anomalies Co-ordination skills when arranging meetings and appointments and ability to take accurate notes and minutes of meetings and take a proactive approach in tracking action points and correspondence, in liaison with the colleagues concerned Ability to travel to and from meetings and training when required Ability to work occasional evenings and/or weekends
KNOWLEDGE AND EXPERIENCE	Understanding of IT applications and a working knowledge of Microsoft Office (Outlook, Word, and Excel) Understanding of Children, Young People and Education Services Awareness of Corporate and Directorate policies and procedures including Safeguarding, Data Protection, Health and Safety, Equalities and Diversity in all aspects of working

**BEHAVIOURS AND
KENT VALUES**

Kent Values:

- We are brave. We do the right thing, we accept and offer challenge
- We are curious to innovate and improve
- We are compassionate, understanding and respectful to all
- We are strong together by sharing knowledge
- We are all responsible for the difference we make