

JOB DESCRIPTION

Job title: Early Years Administrator

Service: Early Years Coordination Service

Salary: Grade 1 Point 6-10

Hours: 37 hours per week

Location: Newcastle Under Lyme Children's Centre, Staffordshire

Responsible to: Early Years Coordinator

Summary of job:

To support the day-to-day activities of the Children's Centre and create a warm and child friendly environment. To support Early Years Coordinator and Service Manager in leading, strategically developing, implementing and monitoring the work of Children's Centres across Staffordshire, ensuring they are in line with national Sure Start objectives and requirements. To play significant role in collecting, inputting, analysing data to inform future planning. To work collaboratively with the Yearly Years Coordinator in ensuring strong and positive multi agency work takes place to benefit service user.

Key tasks and responsibilities:

1. Undertake all administrative tasks and support the Early Years Coordinator, Project Manager and commissioned providers to ensure the service run effectively and efficiently at all times. Ensure that the Children's Centre Core Purpose is met as required by legislation.
2. Disseminate and collate the annual satisfaction survey, which is guided by Staffordshire County Council.
3. Provide a warm and welcoming environment, which includes, but is not limited to, ensuring up-to-date displays, that information is available, relevant and clear, that the environment is clean and child friendly, etc.
4. Ensure good communication with site supervisor or caretaking staff to ensure that the centre is open and available for use. To work with Premises Managers / site supervisors to identify, report and respond as appropriate to any operational issues regarding the running of the Children Centres.
5. To carry out/ensure that all provider staff / volunteers participate in an induction to the Children Centre. This will ensure they are familiar with the required policies and procedures. Be responsible for the completion of Control of Contractors in line with the Staffordshire County Council Health and Safety Policies and Procedures.

6. Promotion of Think2 and PBA to early years partners and parents/carers.
7. Collecting income from Commissioned Early Learning providers and income in relation to any room hire, ensuring that financial records are maintained for audit purposes. Utilising the income collected to replenish resources, small maintenance purchases, administration of free pass card.
8. Making sure that resources are managed effectively and efficiently to meet the needs of families. Replenish consumable resources (as required).
9. Inputting Family Membership Forms and attendance registers, for all activities taking place in the Children's Centre buildings and the commissioned Family Support and Early Learning Service, into a data management system (Capita1).
10. Analyse and interpret data to understand the needs of under 5's within the district and to ensure that partners / advisory board members are up-to-date and understand the priorities.
11. Oversee the collection, collation and manipulation of a wide range of information and statistical data to generate reports, prepare letters, memos and documents. Regularly assist the Programme Manager and Operational Manager to create detailed and accurate reports for meetings. Taking accurate minutes of any meetings as required throughout the district.
12. Ensure that tracking is taking place of targeted children and adults to determine whether there has been any longer term impact of their engagement with services (reports will be available on the Capita1database to assist with this).
13. Recording compliments, comments and complaints.
14. Ensure commissioned providers (and those providers using the children's centres) have all the relevant documents in place and copies held if required.
15. Weekly checks conducted of all resources to ensure they are cleaned and defective equipment removed and replaced if required. Conduct a six monthly stock take of resources.
16. Ensure the outside play equipment is inspected annually by an approved supplier.
17. Provide coordination and administration support for the governance meetings, Local Authority Annual Conversation and any other meetings as required.

18. Update and manage the Social Media for the Children's Centres ensuring compliance with the Children's Centre Policies and Procedures for Social Media.
19. Managing all room bookings that take place in the Children's Centre.
20. Provide an efficient, accurate and professional response to all communication, whether by telephone, email or face to face.
21. Administer the Free Pass Card scheme – this scheme enables eligible families to obtain a Free Pass Card and to access certain services free of charge.
22. Ensure that all confidential paperwork are stored securely at the children's centre and that these are not destroyed without authorisation from SCC.
23. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services
24. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's and local procedures for promoting and safeguarding the welfare of children and vulnerable adults.
25. To ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
26. To comply with Children's Centre policies and procedures and Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
27. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

1. Extensive experience of providing administrative support in an early years /education and/or charitable setting and/or a relevant qualification i.e. administration or business.
2. Good IT and numeracy skills and demonstrable experience of using Microsoft Office systems and databases.
3. The ability to take and write accurate and clear minutes of meetings and present in a professional format.
4. Experience of setting up and running office systems, keeping detailed records, and supporting complex projects with multiple stakeholders.
5. Excellent organisational skills and time-keeping with a strong attention to detail. Ability to prioritise, plan, organise and manage a varied workload and to work autonomously and flexibly in order to meet challenging and conflicting deadlines.
6. Ability to problem solve, applying creativity and innovation.
7. A commitment to excellent service delivery and service development within the team. A confident and professional approach and strong interpersonal skills, with the ability to communicate information effectively both verbally and in writing to a range of stakeholders, including children and young people, parents and carers and funders.
8. Ability and enthusiasm to work effectively and independently with an appropriate amount of supervision and as part of wider Family Action teams.
9. A commitment to ongoing personal professional development and to engage in regular supervision and Family Action's appraisal process.
10. A commitment to apply Family Action's policies and procedures in every aspect of daily work including Health and Safety, Data Protection, Safeguarding of children and vulnerable adults.
11. A commitment to equality of opportunity, and the ability to creatively apply equal opportunity principles to service provision and employment.
12. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services
13. Willingness to work flexibly to support the success of the programme, with occasional travel for meetings and training and to support colleagues in similar roles across the programme.