



# Newport Children Centre

<b>Job Description</b>	<b>Receptionist and Administrative Officer</b>	<b>Scale 5 – pro rata £21,373-£23,276</b>
	<b>2 part time posts as follows:- 7.45am-1.00pm 12.30pm-5.45pm</b>	<b>26.25 hours a week</b>

## **JOB PURPOSE**

To provide a welcoming atmosphere to all visitors and team members.

To be the first line of communication for staff and visitors.

To be able to sign post visitors to team members or accessing information.

To provide effective administrative and office support to the Co-ordinator and team.

## **Main Duties and Responsibilities**

1. To manage the office premises. Premises should be kept clean and tidy, notice boards and displays should be well organised and of good quality.
2. To provide a welcoming reception to all users and visitors.
3. Ensure that there are Health and Safety and other relevant procedures in place; and that they are regularly reviewed and upgraded.
4. Manage office systems in association with senior staff. This includes petty cash, developing shared systems for mail outs, basic financial record keeping, and filing.
5. Collect and administer monies for the Daycare provision.
6. Provide administrative support to the Co-ordinator.
7. Facilitate meetings and room bookings, providing appropriate documentation.
8. Collect performance and other data from contracted and commissioned services and the Children Centre team. To ensure this is accurately entered onto the eStart database and reported to the Accountable Body in a timely manner.
9. Liaise with organisations that provide children's services. Support them in their collection of information and in helping them put it into an appropriate format.
10. Contribute towards publicity materials such as newsletters and posters.
11. Oversee the databases used. This involves the handling of membership systems and other confidential information. To comply with the Data Protection and other relevant legislation.
12. Work in partnership with the statutory and voluntary agencies involved in the Children's Centre programme to ensure that all identified parent/carers are contacted about services that are available.

**Responsible to:-** Assistant Head EYFS & Non Statutory provision (This post is dependant on CRB clearance)





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## PERSON SPECIFICATION FOR RECEPTION & ADMINISTRATIVE OFFICER

Attributes	Essential	Desirable
<b>QUALIFICATIONS &amp; TRAINING</b>	Good level of general education in English and Maths – GCSE Grade C or above -and relevant training. Good written and verbal communication skills. Good IT competency.	Word Processing qualifications
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Working with people in a welcoming manner.  Experience of using computerised systems.  Experience of using word processing and spreadsheet software.  Considerable experience of office based work.  Experience of operating as a receptionist.	Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.  Experience with “hard to reach” groups, preferably in an inner city environment.
<b>COMPETENCIES &amp; PERSONAL SKILLS</b>	Ability to act with discretion and maintaining confidentiality.  Ability to work as part of a team.  Effective communication skills, both verbal & written.	
<b>OTHER JOB SPECIFIC REQUIREMENTS</b>	Commitment to the Council’s Customer Care Standards. Ability to work flexibly.	Willingness to understand the work of Children’s Centres.
<b>DISQUALIFYING FACTORS</b>	Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council’s Equal Opportunities	



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