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| **JOB TITLE:**  Administrator**RESPONSIBLE TO:**  Registered Manager (WY)LOCATION: West Yorkshire**HOURS OF WORK:** As role required **POSITION SUMMARY:** Responsible for providing a range of specialist and general administration services to the Registered Manager and the West Yorkshire Social Work team. |
| **POSITION IN STRUCTURE:**  CEO  Head of Service  Registered Manager  **ADMINISTRATOR** |
| KEY COMPETENCIES:  * Conduct * Communication * Building Relationships * Planning & Organising * Problem Solving * Technical Expertise |
| **MAIN DUTIES AND RESPONSIBILITIES:**  In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.   * Provides administration support to the Operational Administrator, Registered Manager and members of the Social Work Team, including retained staff resources –   1. working with all team members to enable them to meet their targets   2. supporting their diary tracking   3. dealing with reports and files   4. developing and maintaining standards and practices with regards to document layouts and controls for all CFT papers   5. Ensuring all Assessments and Annual reviews are within timescales.   6. Minute Taking * Utilises the CHARMS database system to ensure all relevant details are up-to date, accurate and complete for the region. * Undertakes reception duties for the office and answers incoming telephone calls. * Maintains close contact with other CFT offices to ensure a consistent approach to CFT-wide administration matters * Assists with enquiries from prospective foster carers and recruitment of new carers * Assists as needed with preparation for Region CFT events * Assists with organisation of training and development programmes provided by the West Yorkshire office for its Carers and potential Carers * Maintains the contractually, regulatory or operationally required files for:   1. Carers   2. Prospective Carers   3. Children placed with the Trust   4. Any other files as may be necessary for the effective operation of the region. * Ensures that security of the office is maintained, especially when empty. * Such other activities which arise as part of the normal day-to-activities of a busy office, which are reasonably within the capability of the jobholder and ancillary to those above.  |  | | --- | |  | |
| **SKILLS & EXPERIENCE:**   * Strong IT and prioritising skills * Confidential and ability to communicate effectively both verbally and in writing * Self-organised and tidy working style * Aptitude for automating and streamlining office processes * Good time management * Ability to work as a member of a team whilst also using own initiative |