



## Job Description

**Job Title:** Children's Centre Administrator

**Responsible to:** Office Lead

**Salary:** £25,642.50 per annum

**Hours:** 37.5 hours per week

### Purpose of the job

To work as a member of the Quaggy Development Trust team providing administrative support in the offices for our Children's Centre services across Greenwich West.

The main purpose of this post is to support the work of the Quaggy Development Trust through the effective provision of administrative support in the office and on reception.

The post will involve daily contact with families and professionals who are from a variety of backgrounds and so the postholder will be expected to be able to communicate and work with people in line with equal opportunities.

The work of our Children's Centre is to provide high quality community services for local children and families. The postholder will be working in a team where your contribution to making the centre a vibrant and dynamic place will be valued and vital.

### Main duties

1. Provide administrative and reception support for the Children's Centres, Quaggy Development Trust and partners as required.
2. To work alongside the Children Centre Lead to collect and collate statistical data.
3. To manage basic financial records e.g., donations from group sessions.
4. To manage the reception area and welcome parents, carers, visitors, and volunteers into the centre.
5. To overview the maintenance and regular working of the office equipment.
6. To monitor and organise stationery and supplies as required for the effective running of an office.
7. To manage the telephone calls.
8. To set up rooms for meetings and prepare drinks as necessary.
9. To deal with post, new registrations, registers, parking permits, filing, photocopying and other admin duties.



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10. To enter attendance registers and new registrations as well as maintaining personal records on the Children's Centre database system.
11. To take minutes at staff meetings.
12. To be well presented, polite and helpful.
13. To always maintain confidentiality and professional conduct.
14. To develop effective working relationships with professional colleagues, and always maintain appropriate professional boundaries in relationships with families, children, and work colleagues.
15. To work in a flexible environment and team setting. It is very important that the post holder is interested in the community as well as admin.
16. To organise and assist in promotional events and activities for the children's centre and Trust.
17. To carry out any other tasks as deemed needed by the Office Lead.
18. To support the implementation of the Equality, Inclusion & Diversity policy.
19. To support the implementation of any Health and Safety legislation and policy that relates to the work of the project.
20. To follow Safeguarding procedures.

### **Person Specification**

**Job title: Children's Centre Administrator**

**Short listing criteria – E = Essential; D = Desirable**

	<b>Essential (E) Desirable (D)</b>
<b>Skills and abilities</b>	
Excellent administration skills including IT skills	E
Ability to work as part of a multidisciplinary team	E
Ability to prioritise and manage own workload	E
Excellent written and oral communication skills	E
Ability to act on own initiative	E
<b>Knowledge and Experience</b>	
At least 1 year's work experience as an administrator in an office environment or equivalent through a work placement scheme at college.	E
Understanding of issues of confidentiality	E
Awareness of and commitment to the issues of Personal Privacy and current Data Protection requirements	E
Handling money	E
Filing experience	D



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Reception experience	E
Minute taking	D
<b>Personal effectiveness</b>	
Organised, with good planning and time management skills	E
Excellent attention to detail	E
<b>Education</b>	
Basic English and Maths	E
<b>Equality, Inclusion and Diversity</b>	
A good knowledge and understanding of equality and diversity issues, with a commitment to an inclusive approach to working with service users.	E
Commitment to adhere to the Quaggy Development Trust policies and procedures.	E

**Hours:** 37.5 hours per week and 1 Saturday (Quaggy Carnival)

**Holiday entitlement:** 25 days a year (3 of which must be taken during the end of year closure) and bank holidays.

**Location:** Quaggy Children's Centre (main office) SE13 7QZ and Children's Centres across

This post requires an enhanced DBS disclosure check.