

Administrator

Service: NCFP Family Action Children's Centres, Rushcliffe

Salary: Family Action Grade 1 (points 6-10) £16,870 - £18,711 per annum pro rata

Hours: 22.2 hours per week

Nottinghamshire Children and Families Partnership is a consortium made up of Nottinghamshire Healthcare, Family Action and North Nottinghamshire College. Family Action is looking to recruit a highly skilled and motivated individual to work as an Administrator based in Abbey & Lady Bay Children's Centre in the Rushcliffe District.

Your role will be to develop and deliver a range of administration services within your designated Children's Centres. The successful candidate will have experience of working in a busy office and reception environment within a multi-agency setting. You will have overall responsibility for the effective and comprehensive administrative and secretarial support including financial, to the Children's Centre team in accordance with guidelines and directions issued by the Nottinghamshire Children and Families Partnership (NCFP).

The successful candidates must have an NVQ 3 in Administration or equivalent, RSA III or IBT2 or ECDL or equivalent and a minimum of 3 GCSEs or equivalent including Mathematics and English. You are likely to have the following experience, skills and attributes;

- Experience of frontline/reception work and customer care.
- Experience of data inputting, creating spreadsheets and producing reports/charts.
- Ability to deal with the emotional distress of parents, carers and children as a frontline member of staff.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operate with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Appointments are subject to Family Action receiving an enhanced disclosure from the Disclosure and Barring Service that we consider acceptable.

For an application pack and further information, please visit www.family-action.org.uk/workingwithus

Please email completed applications to completed.application19@family-action.org.uk

For an informal discussion about the post please contact Natalie Church on 07817 030762

Closing date: 06 March 2017, 5pm

Interview date: 27 March 2017

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.