

## **Administration Assistant**

### **NCFP Children's Centres, Nottinghamshire County**

£14, 539 - £16,528 per annum, pro rata

30 hours per week (4 days)

**Nottinghamshire Children and Families Partnership is a consortium made up of Nottinghamshire Healthcare NHS Foundation Trust, Family Action and RNN Group. The Partnership is looking to recruit a highly skilled and motivated individuals to work as Administration Assistants; based in the South of the County (Rushcliffe, Broxtowe and Gedling). You will be working as part of innovative and supportive teams within the Children's Centres and expected to work within the south to provide additional administrative assistant support where needed including cover for annual leave and absences.**

Your role will be to provide general administrative and clerical support within the designated area. The successful candidates will have the opportunity to work in a busy office and reception environment, within a multi-agency setting.

You will have responsibility for providing reception duties in a professional manner ensuring that all visitors, families and staff are greeted in a polite and helpful manner in accordance with guidelines and directions issued by the Nottinghamshire Children and Families Partnership (NCFP).

The successful candidates must have NVQ Level 2 in Customer Care/Administration (or equivalent/willing to work towards), RSA CLAIT or IBT2 or ECDL (or equivalent) and GCSE D or equivalent (in Maths and English) as a minimum. You are likely to have the following experience, skills and attributes;

- Experience of frontline/reception work and customer care
- Experience of data inputting
- Experience of taking and transcribing minutes
- Experience of communicating with a diverse range of people - families, children, members of statutory, voluntary and community organisations

As the posts require movement between sites from time to time, a driving licence and access to a car is essential. Travel expenses are payable.

We are forward looking and ambitious with a commitment to continuous improvement. We are a people focussed, 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.*

**Please email your completed application form to: [completed.application20@family-action.org.uk](mailto:completed.application20@family-action.org.uk)**

For an informal discussion about the posts please contact Natalie Church on [Natalie.church@nottshc.nhs.uk](mailto:Natalie.church@nottshc.nhs.uk) or 07817 030762

**Closing date:** 20<sup>th</sup> June 2017, 5pm      **Interview date:** Thursday 29<sup>th</sup> June 2017

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

