

Job description

Administrative Assistant

Salary: Grade 1, Point 6-10

Hours: 8 hours per week, term time only. Flexible use of hours over one or two days.

Department: Family Health Link Worker Service (Rochdale, Middleton and Heywood)

Reports to: Project Coordinator

Contracted until March 2019

Function: To provide administrative support to the Family Health Link Worker Service

Principal Responsibilities

1. To assist with the weekly recording of work carried out by the service. This will include uploading documents, collating information, composing and sending documents and scanning documents to the Project Coordinator
2. To assist, as requested by the Project Coordinator, with the recording and collection of absence certificates, volunteer DBS and reference checks, collating information, providing Development Folders and maintaining staff personnel files
3. To assist with booking training and informing staff of times and venues
4. Photocopying and printing as requested by setting
5. Other administrative duties including, but not limited to helping with ordering resources, producing publicity material and preparation for seasonal events such as Families, Food and Fun etc.
6. To maintain good working relationships with staff within the service and other external/partner agencies
7. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being People Focused

- Reflecting a 'can do' approach
 - Striving for excellence in everything we do
 - Having mutual respect for everyone we work with, for and support
8. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare
 9. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community
 10. To participate in in-service and other training programmes as required
 11. To ensure you have an understanding (appropriate to your role) of, and comply with, Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults
 12. To work flexibly as may be required by the need of the service and carry out other reasonable duties as required

Person Specification

Administrative Assistant

1. Excellent IT skills, including a demonstrated, recent knowledge of Microsoft Outlook, Excel, Word and Publisher
2. Excellent interpersonal and communication skills (written, telephone and face to face), with a good understanding of customer service
3. Proven ability to work on own initiative and as part of a team
4. Accurate and able to work to deadlines
5. Experience of working in an office environment
6. Reliable and punctual with the ability to work flexibly when required
7. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
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