



Children's Centre Administrator

Hours: 37

Salary: £15,216 - £16,860 per annum

Service: Early Years Coordination Service, Staffordshire

Reports to: Early Years Co-ordinator

Location: East Staffordshire Children's Centre, Waterloo Road, Burton-Upon-Trent

The national core purpose of the Sure Start Children's Centres is to improve outcomes for young children and their families and The Staffordshire Early Years Coordination Service is a key part of the offer that will support partners to achieve this locally.

The administrator will be required to support the Early Years Co-ordinator to implement and monitoring the work of the Children's Centres across East Staffordshire, ensuring they are in line with national Sure Start objectives and requirements. The post holder will be required to complete a range of administration functions to support the Children' Centre services.

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

If you can relate to our values and have the necessary skills and attitude we can offer you:-

- **A competitive salary, leave entitlement and pension scheme**
- **Career development opportunities**
- **A full induction and on going quality training**
- **The opportunity to become part of Family Action initiatives**
- **Flexible working hours**
- **Managed work loads with regular supportive and reflective supervision**

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.application21@family-action.org.uk

Closing date: 26th April 2019 (noon)

Interview date: w/c 15th April 2019

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.