



Children's Centre Administrator, Early Years Coordination Service, Staffordshire
37 hours per week
Grade 1 (upper): £17,555 - £19,471 per annum
Permanent Contract

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 Newcastle Under Lyme, 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.

Our Values:

People focus, Mutual Respect, Excellence-in-all-we do and a Can-Do attitude.

If you can relate to these 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

For an application pack and further information, including the benefits we offer, please visit www.family-action.org.uk/workingwithus.

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

Closing date: 8th February 2021, 9am

Interview date: TBC

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

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