



Job Description

JOB TITLE: Administrator	
REPORTS TO: Manager and Deputy at Teilo's Tots Daycare/Teilo's Community Cwtch	
Key Contacts External: To develop and maintain positive and effective working relationships with: <ul style="list-style-type: none"> • Immediate colleagues within the Centre. • Families, visitors and other agencies accessing the Centre. • Other external agencies as appropriate including partner agencies, funding bodies, voluntary agencies, suppliers and others. 	
LOCATION: Teilo's Community Cwtch	SCALE POINT: £18,127 per annum, pro rata 21 hours per week (by flexible arrangement).
Job Purpose/Summary:	
To support the Manager and Deputy with regards to all admin and finance responsibilities arising within the project.	

1. To undertake the drafting and production of letters, records, minutes and reports. This involves the use of Microsoft programs.
2. To maintain and keep up to date financial budgets.
3. Dealing with personal enquires and referring callers to the appropriate person. Liaising with professionals, parents and the general public.
4. To deal with post, faxes and emails as appropriate
5. To order supplies of stationery/stamps, purchase of equipment, refreshments and other needs for the project as required.
6. To produce publicity/display materials and newsletters for the project – using Microsoft Power Point/Publisher
7. To produce invoices accordingly and monitor payments.
8. To assist in the organisation of meetings and other events organised by the Project, including booking rooms, coordinating diaries, arranging catering, minute taking, sending out information etc.
9. To accurately input data into database systems, produce statistical information for management purposes, the project team and the Statutory Bodies/funders and operate other manual recording systems as required by the Project.
10. To operate an up to date filing system and undertake photocopying as required

11. To attend staff meetings, prepare and distribute minutes.
12. Oversee the day to day administration.
13. To ensure that confidentiality is maintained at all times
14. The post-holder will be expected to continuously develop in their role.
15. To attend and participate effectively in team meetings, supervision and appraisal
16. To be familiar with and comply with Faith in Families policy on Health, Safety and Welfare (as set out in the general memorandum Health and Safety at Work Act 1974). To bring to the attention of Senior staff any health and safety requirements which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk of physical danger to either children, parents, visitors or staff.

General

- This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body.
- Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and families who come into contact with our services, or by appropriately reporting concerns about any child or family.
- To promote equality, inclusion, respect, fairness and diversity in all areas of planning and service delivery.
- To commit to Faith in Families core aim of 'keeping the child at the centre', and to promote and incorporate Participation as appropriate to your role.
- To be familiar with and comply with the Health, Safety and Welfare policies for Faith in Families and Teilo's Community Cwtch. In the event of any serious risk, take immediate action to reduce this risk and inform line management.
- Faith in Families operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities. It is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met.
- Such other duties that occasionally arise, which fall within the purpose of the post
- To work cross functionally with other departments to ensure that Faith in Families Values and strategic objectives are achieved.

The post holder will be expected to continuously develop in their role. The job description is indicative of the current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change to reflect organisational development.