Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: Early Years Digital Development Administrative Assistant** | | | **Director/Service/Sector : Early Years & Primary wellbeing & community health** | | **Office Use** |
| **Band: 3** | | | **Workplace: County Hall** | | **JE ref:**  **HRMS ref:** |
| **Responsible to:Early Years Development Project Manager** | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:** Assist with the development and maintenance of bespoke early years digital financial and information system (The Wizard) and provision of general support to senior colleagues by undertaking a range of administrative tasks | | | | | |
| **Resources** | Staff |  | | | |
| Finance | | Development, maintenance and monitoring of bespoke early years financial digital system. Advising early years providers on claiming early years funding within local and statutory guidelines. | | | |
| Physical | | Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information. Ordering and stock control. Facilitating meeting by booking rooms, taking and circulating minutes and agendas | | | |
| Clients | | Early Years and Childcare Providers/Parents/ other LA’s | | | |
| **Duties and key result areas:**  1. Assist with the organisation of the work of a small group or team of staff, delegating work appropriately, providing clear guidance and motivating staff to achieve service objectives and quality standards.  2. Contribute to the induction, appraisal, training and development of less experienced colleagues, acting as coach and mentor in use of the Wizard system as necessary.  3. Individually and as part of the team provide general office support, handling mail, dealing with callers/visitors, filing, photocopying, collation, lamination, binding, maintaining and issuing stock in accordance with corporate and service standards.  4. Develop, implement and maintain management information systems that support early years digital developments in accordance with the aims of the service and the organisation.  5. Contribute to the development and maintenance of a bespoke early years digital financial and information system that ensures accuracy, confidentiality, rapid access and ease of use.  6. Assist with more complex support work to investigate, collate, record, manipulate, extract and distribute data in accordance with predetermined boundaries or as instructed.  7. Respond to more complex or detailed enquiries both verbally and in writing. (Families Information Service)  8. Arrange meetings, attending and taking accurate, straightforward notes as requested.  9. Arrange corporate hospitality and organise accommodation and travel for service staff as requested.  10. Assist in fundraising activities, prepare bids and liaise with internal and external partners as required.  11. Process accounts for payment, reconcile errors and omissions and liaise with suppliers as necessary.  12. Ensure care and reconciliation of petty cash and other amounts of cash or cheques.  13. Deal with external sources (clients, suppliers, public, other public bodies) resolving non-routine queries or contentious issues.  14. Prepare material for committees, working groups, team meetings.  15. Maintain impress accounts and local accounts in accordance with Financial Regulations.  16. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns: | | Occasional need to travel to other service locations to provide digital support and training, attend training etc.  37 hours per week, day work. Flexible working hours may apply if staff co-operate to provide cover. | | | |

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**PERSON SPECIFICATION**

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| **Post Title:**  **Early Years Digital Development Administrative Assistant** | **Director/Service/Sector:** | Ref: | |
| **Essential** | **Desirable** | **Assess by** | |
| **Qualifications and Knowledge** | | | |
| A good general education demonstrating numeracy and literacy. (GCSE maths & English C or above)  NVQ Level 2 or equivalent in a business related discipline.  Knowledge of both local and national early years and childcare market entitlements. | NVQ Level 3 or equivalent in a business related discipline.  A knowledge and understanding of the directorate’s services. | |  |
| **Experience** | | | |
| Considerable experience in a similar role covering a broad range of support tasks and procedures  Experience in using office applications on a personal computer.  Experience in developing and maintaining digital systems. | Experience of the directorate’ services.  Previous experience of supervising others.  Experience using Microsoft Office. | | Job application |
| **Skills and competencies** | | | |
| Writes clearly, succinctly and correctly.  Able to quickly and accurately manipulate numerical data using all arithmetic functions.  Ability to organise self and work without constant supervision.  Skilled in using office applications on a personal computer.  Able to apply technology in new work-related situations.  Able to follow instructions and procedures without constant supervision.  Ability to form appropriate relationships quickly.  Works in a systematic and orderly manner. | Advanced skills in Microsoft Office. | | Interview  Ref |
| **Physical, mental, emotional and environmental demands** | | | |
| Usually works in a seated position. Some standing, walking, stretching or lifting.  Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands.  Contact with the public may result in some emotional demands.  Minimal exposure to disagreeable, unpleasant or hazardous conditions. |  | | Interview |
| **Motivation** | | | |
| A commitment to providing a quality administrative support service.  Reliable and keeps good time.  Demonstrates integrity and upholds values and principles.  Promotes equal opportunities and diversity in all aspects of work.  Appropriately follows instructions to achieve set objectives.  Works collaboratively to achieve team spirit.  Adapts to change by adopting a flexible and cooperative attitude. |  | | Interview  Ref |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits