



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Administration Assistant

Vacancy ID: 010427

Salary: £9,397.50 - £9,585.50 Annually

Closing Date: 15/09/2019

Benefits & Grade

Grade E

Contract Details

Permanent

Contract Hours

18.5 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

We are looking for an enthusiastic individual who has experience in working within an administrative role, preferably from a children's services setting.

You will need to be self-motivated, efficient and organised, with good knowledge of a range of Microsoft applications.

Communication skills are a must. You will need to be able to demonstrate all of the Council behaviours.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Adèle Jaab, Family Hub Manager on 01642 527226 or email adele.jaab@stockton.gov.uk

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Early Help	
JOB TITLE: Administrator			
GRADE: E			
REPORTING TO: Family Hub Co-ordinator			
1.	JOB SUMMARY: To assist in providing an efficient and effective administrative service as required ensuring the Family Hub fulfil its service provision.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To be responsible for the collection and collation of performance information regarding Family Hub customers and activities, including liaising with multi-disciplinary agencies, other SBC Departments, staff and members of the public.	
	2	To provide support to Mangers in the development of administrative systems to support the service.	
	3	To prepare documents, information and similar materials related to the function and work across the Family Hubs.	
	4	To be responsible for the control of accurate data input into computerised information systems to deadlines, as specified by line manager.	
	5	To provide general support with administrative tasks ensuring that all timescales are adhered.	
	6	To create and maintain electronic files in line with service requirements.	
	7	To be responsible for petty cash and banking of income in accordance with SBC Financial Regulations and Audit procedures.	
	8	To undertake Risk Assessments of all admin offices/areas of responsibility as required.	
	9	To maintain the Family Hub single central record and ensure that all DBS information is up to date.	
	10	To arrange meetings and circulate paperwork as required through digital channels, wherever possible.	
	11	To replenish offices supplies and other equipment as required within an allocated budget as directed by Line Manger.	
3.	GENERAL		
Job Evaluation - This job description has been compiled to inform and evaluate the grade of E using the NJC Job Evaluation scheme as adopted by Stockton Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.			

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Administrator	Grade E
Directorate / Service Area	Children's Services	Early Help
Post Ref:	34318	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NVQ 3 in Business Administration or equivalent work related experience 		Application form
Experience	<ul style="list-style-type: none"> Previous administration experience Previous experience of working in an office environment Working within and to tight deadlines Producing reports and data analysis to a high standard Using a wide range of ICT systems 	<ul style="list-style-type: none"> Working in a customer facing environment Working within a Local Authority Use of Agresso 	Application / Interview
Skills	<ul style="list-style-type: none"> Proficient ICT skills including of Microsoft Office 2010 and Windows operating system Demonstrate the ability to organise own workload and use initiative Demonstrate the ability to meet conflicting demands on time and deadlines Implement effective administrative systems Good Interpersonal skills Good Written and Oral Good Communication Skills 		Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> Demonstrate the Council's Behaviours which underpin the Culture Statement. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> Flexibility Commitment to Training and Development Commitment to Team Working Commitment to Equality of Opportunity 		Application / Interview

Person Specification dated July 2017

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.