

ST MARGARET'S CHILDREN & FAMILY CARE SOCIETY

St Margaret's offers support to children and families, with a specific focus on adoption and fostering. We work within the social and moral teaching of the Catholic Church to provide a highly professional, committed and deeply caring service.

JOB DESCRIPTION

Title – Administration Assistant

Salary: £21,544 - £23,880

Responsible to: – Office Manager /Head of Service

Key Responsibilities

- To provide a reception service, including welcoming visitors to the society, answering telephone calls, and processing incoming and outgoing mail.
- To maintain the Society's reference library.
- To develop an understanding of the adoption and fostering process to assist in the preparation of paperwork relating to adoption assessments.
- To assist with maintaining data recording and filing systems.
- To provide occasional cover as minute taker in the absence of the Office Manager.
- To undertake occasional evening and weekend work in support of Adoption Panels, training, and events.
- To undertake other reasonable duties at the request of the line manager which are commensurate with the role.
- To Maintain a high level of accuracy and confidentiality in all work undertaken.

HOURS

Normal hours of working are 35 hours per week in order to meet the requirements of the service. Flexible working hours will be considered for this post.

Person Specification – Administration Assistant

The person specification should be used to help you frame your application for this post and will be used as the basis for shortlisting and selection.

Education / Qualifications	Essential (E) Desirable (D)
Qualified to HNC level in administration or have equivalent experience	E
Any other relevant qualification in business administration	D

Previous Experience

Experience of working in an administrative / clerical capacity in a busy office environment	E
Fully competent in the use of MS Office	E
Experience of working with Office 365	D
Flexible working practice as suited to the needs of a small organisation	E
Good organisational skills and attention to detail	E
Ability to prioritise and manage workload in a pressurised environment	E
Good communication and interactive skills	E
Ability to work independently as well as part of a team	E
Experience of handling telephone calls and visitors	D
Experience in working in a voluntary organisation, in either a paid or voluntary capacity	D

Personal Qualities

Approachable and empathetic	E
Able to adapt to the change	E