



Craighalbert Centre

The Scottish Centre for Children with Motor Impairments

"Unlock multiple rewards with a fulfilling career - it's a job that feeds both head and heart."

ROLE PROFILE

Position:	Administrator
Salary:	£26,400
Working Hours:	37 hours
Annual Leave:	55 Days
Closing Date:	12:00 Noon, 15 September 2023

Craighalbert Administrator

Reporting Line: Head of Corporate Services

Reports: Office Volunteers

Hours of Work: 37 hours

Salary: £26,400

Contract Type: Permanent

Purpose of the Post

The Craighalbert Centre (The Scottish Centre for Children with Motor Impairments) purpose is to work with families and partners to deliver integrated learning, therapy and care for children in Scotland, supporting the enablement of children affected by motor impairments to achieve their potential and fulfil their ambitions.

The primary objective of this position is to offer administrative assistance to the Centre Leadership Team (CLT), ensuring the successful execution of Children's Programmes and Centre services. Additionally, the role involves providing adaptable, efficient, and prompt administrative support to the entire staff, thereby playing a key role in the seamless operation of the Centre.

This position encompasses a diverse and expansive range of responsibilities within a dynamic setting, requiring the individual to effectively handle multiple tasks simultaneously. Proficiency in maintaining appropriate professional limits while providing discreet support is essential. Appreciating the significance of collaborative work while also possessing the capability to operate autonomously is also crucial.

Responsibilities and Duties

Reception Services

- Being a main point of contact for parents, carers, and visitors in person by operating the security door entry system, or by phone or email in the first instance.
- Maintaining accurate daily registers for children, staff and visitors and ensuring emergency contact details are kept up to date, in line with the emergency evacuation procedure.
- Serving as the initial point of contact for external stakeholders in relation to CLT members and coordinating initial appropriate responses.
- Being a main point of contact for all IT Centre IT, photocopier and printer issues and organise the shredding of confidential waste.
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Office Admin

- Being a main point of contact for parents, carers and visitors in person by operating the security door entry system, or by phone or email in the first instance.
- Maintaining accurate daily registers for children, staff and visitors and ensuring emergency contact details are kept up to date, in line with the emergency evacuation procedure.
- Distributing incoming mail and directing enquiries and correspondence from parents, carers and visitors to appropriate staff.
- Coordination of all Parent communications, as needed.
- Ensuring all information in children's paper and electronic files are secure, up to date and accurate, including personal details, review lists, publicity and outings consent, allergies and medical forms and ensuring former pupil files are securely archived.
- Ensuring Centre Diary is up to date and accurate with all children, staff and external user information.
- Maintaining an effective Conference Room/Accommodation Hire system for internal and external users, communicating information as required to appropriate Centre staff, including Facilities, Catering and Finance.
- Supporting CLT and other Centre Staff in issuing Centre correspondence including letters, questionnaires, holiday dates, absences, medical appointment forms, and information regarding Hydropool.
- Supporting the effective co-ordination of children's attendance periodic programmes, maintaining accurate timetables and accommodation requirements, dealing with all correspondence to parents and ensuring accurate documentation passed to Finance Officer for invoicing purposes.
- Ensuring Children's assessment and placement reports for all programmes are sent out in a timely manner whilst maintaining an accurate record of report distribution.
- Processing all authorised Centre purchase requests including monitoring of stationary, staff and children's uniforms, tracking delivery and filing documentation accurately.
- Collating children's equipment orders liaising between the Centre and Local Authorities regarding the delivery of, and returning of, equipment, whilst maintaining accurate records.

- Arrange course bookings for staff and ensuring information regarding courses is recorded accurately and communicated to staff as appropriate.
- Liaising with Local Authority Transport and children's taxi drivers to ensure accurate completion of attendance sheets regarding children's attendance.
- Organising and attending children's review meetings, taking minutes, when required.
- Assisting with HR tasks, such as conducting disclosure checks, revising staff records, updating training information, and overseeing the distribution of reports.

Other Tasks

- Participating in the Centre development plan
- Participating in the Centre's fundraising events
- The handling and recording of petty cash.
- Be a qualified first aider (or willing to train to be a first aider).
- Any other duties as may reasonably be required that fall within the scope and range of the job.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
Qualifications & Knowledge	<p>Educated to Higher Grade Level or above.</p> <p>Minimum of three years of administrative experience.</p>		Application
Experience	<p>Substantial and demonstrated administration experience, specifically in aiding diverse projects/teams.</p> <p>Excellent IT skills including working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint.</p> <p>Minute writing skills.</p> <p>Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines.</p>	<p>Experience of working in an educational and or healthcare setting.</p> <p>Experience of drafting documentation for the approval of others.</p>	Application & Interview
Professional Development		Evidence of continuing professional development, and willingness to expand levels of responsibility in accordance with the changing needs of the Centre.	Application
Interpersonal Skills and Competencies	<p>Ability to communicate clearly and use appropriate language both orally and in writing.</p> <p>Ability to build collaborative working relationships with peers and colleagues.</p> <p>Proven ability to apply tact and diplomacy and good interpersonal skills,</p>	<p>Experience working with vulnerable service users.</p> <p>The ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	Application and Interview

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
	<p>dealing with people at all levels.</p> <p>Ability to build collaborative working relationships with peers and colleagues</p>		
Personal Qualities	<p>Proficient at task prioritisation to fulfil deadlines and the capability to distinguish tasks with lower time sensitivity.</p> <p>Hard working, conscientious and accurate.</p>		Application and Interview
Relationships	<p>Willing to work collaboratively across many departments and develop and maintain positive and supportive working relationships.</p>		Application and Interview
Other Requirements		Valid first aid qualification	Application