**Job description**

**Job title: Office Administrator**

**Hours: 35 hours per week**

**Salary: NJC Scale 4 starting at £24,081**

**Location: Paradise Park Children’s Centre**

**Responsible to: Services Director**

**Overall Job Purpose**

To provide a comprehensive administrative support service and to contribute to our ambition to provide outstanding services to the local community.

**Main responsibilities:**

**HR**

* To support safer recruitment and selection through all administrative processes associated with these processes, e.g. placing job adverts, coordinating interview dates and times, asking for references.
* To ensure personnel files are up to date, chasing information as necessary.
* To process Disclosure and Barring Service checks.
* To book staff onto relevant training, file certificates in personnel files and maintain the record of essential staff training.
* Liaise with the HR consultant to ensure that all employment policies and procedures are current and legally compliant.

**Service Support**

* To run the admissions, waiting list and bookings for the IPA’s childcare services, including providing monitoring information to funders e.g LBI.
* To order materials and equipment at budget holders requests using the purchase order system and ensure deliveries match orders and go to the right departments.
* To organise the room bookings and hiring across the IPA sites.
* To assist staff to create publicity information.
* To update and service the IPA’s online presence including the website, Facebook and Twitter as necessary.

**Administration**

* To provide efficient administrative support for IPA’s services
* Review, develop and implement effective methods to improve administrative systems
* Ensure information for regulatory bodies is available and administered effectively including to the Local Authority, Ofsted, commissioners and funders
* Ensure data analysis, evaluation and reporting systems are optimised and streamlined to maximise efficiency and avoid duplication
* To undertake general administration tasks, including taking minutes and typing up meeting notes and maintaining a tidy work environment.
* To anticipate issues and demand and act proactively.
* To work flexibly to ensure administrative cover is provided across the team, including providing cover during periods of annual leave, sickness etc.

**Premises Management**

* With other staff ensure the safe maintenance and security operation of all sites
* Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
* Work with managers to ensure the continuing availability of utilities, site services and equipment

**ICT**

* Ensure that Islington Play Association has effective ICT systems and procedures in place
* With other staff ensure the website is developed and maintained to promote the Islington Play Association and its facilities to a wide ranging audience
* Through the ICT support service ensure contingency plans are in place and maintained in the case of technology failure
* To gather and input data on the use of our services onto the appropriate monitoring systems.
* To gather data on staff absence and training, including obtaining sickness certificates from staff where necessary.
* To update the computerised HR databases, including the Single Central Record and Staff Absence databases, to ensure accurate and up to date information is readily available.
* To maintain office hard copy filing systems.
* To ensure confidentiality of all sensitive information in accordance with the Data Protection Act and other relevant legislation and Codes of Practice.

**General Responsibilities**

* Be proactive in keeping up to date with developments affecting IPA’s work and maintain and improve personal competence through continuous professional development
* Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented
* Abide by all organisational policies, codes of conduct and practice
* Support diversity and equality of opportunity in the workplace
* Carry out other associated duties as may arise, develop or be assigned by your manager
* To undertake other reasonable tasks as directed by your manager.
* To act in accordance with safeguarding procedures and child protection legislation.
* To conduct yourself in a manner compatible with an organisation that works with children, promoting equalities and equal opportunities in all aspects.

**Core competencies**

**All IPA staff are expected to be:**

* Resourceful
* Innovative
* Committed to our values
* Reflective
* An advocate for play

Person Specification

The IPA is seeking:

An organised person with strong administrative skills. The right person will have project management skills and the ability to administer systems and work closely with the team to ensure the smooth running of the core functions of the organisation

Essential Requirements:

The successful candidate **must** be able to demonstrate

1. Previous experience of working in an administrative staff support role, with demonstrable experience in maintaining efficient administrative systems
2. Commitment to providing outstanding customer focused service
3. Ability to work effectively as part of a team as well as on own initiative
4. Excellent attention to detail when dealing with data input, correspondence and numbers
5. A high degree of computer literacy, including knowledge and experience of creating simple formulas in Microsoft excel
6. Experience of or interest in delivering services working with children
7. Ability to develop effective working relationships with a wide range of people both internally and externally
8. The commitment and ability to work to the IPA’s equal opportunity policies
9. An understanding of safeguarding and child protection
10. An understanding of data protection and confidentiality
11. Excellent organisational skills with the ability to prioritise a varied workload and work flexibly, accurately and calmly under pressure to tight deadlines