



JOB DESCRIPTION FOR OFFICE ADMINISTRATOR

<u>General Details</u>	
Job Title:	Office Administrator
Normal Place of work:	Head Office, Kids Inspire, Fox Crescent, Chelmsford, Essex
Contractual terms:	Employee contract
Contract duration:	Permanent
Hours:	15-20 hours per week, to be discussed at interview. Ability to work flexibly required – we are open fortnightly on Wednesdays to 8.00 pm and possibility of Saturday morning working.
Salary:	Band B

<u>Job Purpose</u>
To provide general administrative support to the CEO/Clinical Director and to the Business, HR, Fundraising and Clinical Admin teams plus providing back-up support for Reception.

<u>Relationships</u>	
Reporting to:	Operations Manager
Working with:	Clinical Director/CEO, Team Managers, Service Users, Therapists and fellow administrative staff

<u>Main activities</u>
To provide general administrative support to include but not be limited to:
<ul style="list-style-type: none"> • Diary management • Correspondence • Emails

- Filing
- Telephone work
- General admin tasks

Person specification

Able to demonstrate:

- Professional manner
- Proven excellent administrative experience
- Good telephone manner
- Excellent interpersonal skills
- Self-motivated
- An eye for detail
- Good computer skills
- Ability to meet deadlines under pressure
- Able to work independently and as part of a team
- A 'can do' attitude
- An understanding of the importance of confidentiality

Requirements and conditions

To carry out the above tasks in an efficient, pro-active and effective manner.

To act as ambassador for Kids Inspire.

You will be subject to an enhanced check of criminal records via the Disclosure and Barring Service.

Kids Inspire reserves the right to alter the content of this job description, after consultation, to reflect changes to the role or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Equality Act 2010.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect as outlined in the Equal Opportunities Policy of Kids Inspire.

Confidentiality

All information concerning clients and staff must be treated as strictly confidential at all times. Breaches of confidentiality will be dealt with under Kids Inspire disciplinary procedure.