



Job Title: Assistant Administrator - Chadersley
Responsible to: Registered Manager
Department: Chadersley / Residential

Job Summary:

The Assistant Administrator will support our Residential Children's Home by providing an efficient administrative support service to the Registered Manager and Chadersley Staff at Talbot House Children's Charity.

Job Description:

- Provide a range of administrative support to Chadersley, using Microsoft Office (Word, Excel, Teams, and email), to include but not limited to:
 - prepare documentation, appropriate IT software to produce a range of documentation e.g. letters, forms, reports.
 - proof-read and update written correspondence.
 - book diary appointments and co-ordinate meetings on behalf of Chadersley, making all the necessary arrangements, as required.
 - general financial administrative tasks if required, for example, administer petty cash, prepare purchase orders, issue pocket monies.
 - ordering of office supplies, equipment, and food orders.
 - General office duties, to include but not limited to responding to emails, answering queries (email and telephone), contacting internal and external individuals.
- Become a proficient user of the ClearCare system (Chadersley's online information system database), creating new users and new forms on the system as requested.
- Support with the upkeep of policies, procedures, information, and other documents as required.
- Assist with the organisation of trips and events, for example assist with booking arrangements, preparing correspondence etc.
- Assist in managing the Talbot House Children's Charity website (Chadersley's dedicated page) ensuring content is accurate and up to date.
- Assist with new referral administration.
- Establish and maintain professional relationships with young people, parents/carers, and staff as well as external contacts.
- Assist with arrangements and/or willingness to provide transport for our young people, with the ability to drive/escort our young people, using a company vehicle (car or mini bus), or your own vehicle (if applicable, providing appropriate insurance and other required documentation), as necessary.
- Demonstrate flexibility as required due to the demands of the role.
- Carry out such other duties as may be reasonably required from time to time and/or as directed by the Registered Manager (or SMT).

Other:

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- Be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- From time to time, young people will be risk assessed to allow them to participate in certain projects as part of work experience.
- Participate in training, other learning activities and performance development as required.
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above. If you have any queries regarding this position or the application process, please contact HR on 0191 229 0111 or email HR at: hr@talbothousecc.org.uk For safer recruitment reasons we are unable to accept CVs.

Note: The Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). Our roles are exempt from the Rehabilitation of Offenders Act 1974, and therefore applicants should be aware that the role will only be offered to successful candidates, subject to an Enhanced DBS check, as well as other employment checks and continued subscription to the DBS Update Service.

Amendments to the Exceptions Order 1975 (2013, 2020 and 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice [website](#).

Please note that this role is classed as regulated activity as it involves working directly with children and/or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. It is a criminal offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately. Short-listed candidates will be asked to provide details of all unspent cautions and convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their self-declarations and references will be addressed at interview. If you have any queries regarding this position or the application process, please contact HR on 0191 229 0111 or email us at hr@talbothousecc.org.uk

Personal Specification:

Essential and desirable criteria for the role and where to evidence		Essential / Desirable	Evidenced
Qualifications, Training, Knowledge & Experience			
1	GCSE grade C or above in English Language and Maths	E	A
2	Previous experience in a similar administrative role	E	A/I
3	Previous administration experience in a similar environment (charity, children's home, school)	D	A
4	Excellent ICT experience using Microsoft Office	E	A/I
5	Experience of creating and maintaining spreadsheets	E	A/I
6	Experience in use of on-line systems (prior use of ClearCare is preferred but not essential)	D	A
Skills & Abilities			
7	Ability to prioritise work and manage time effectively	E	A/I
8	Ability to follow instructions	E	A/I
9	Excellent spoken and written communication skills	E	A/I
10	Excellent proof-reading, grammar skills, literacy, and numeracy skills	E	A
11	Works in a methodical and well organised manner and able to prioritise work	E	A
12	Demonstrates attention to detail and able to work accurately and thoroughly	D	A
13	Able to relate well with young people, and all staff within the setting	E	A/I
14	Ability to work flexibly and is open to change	E	A/I
15	Self-motivated and able to use own initiative	E	A/I
Personal Qualities			
16	Clean and smart appearance	E	I
17	Demonstrates a resilient and calm persona	E	I
18	Promotes safeguarding and welfare of children and young people	E	A/I
19	A good sense of humour	E	I
20	Enthusiasm, energy, integrity, and a positive outlook	E	A/I
21	Be flexible to changing demands of the post (duties and availability)	E	A/I
22	Good role model with a can do attitude	E	I
23	Work as an individual	E	A/I/R
24	Work as part of a team	E	A/I/R
25	Ability to communicate clearly with a wide range of people	D	A/I/R
26	Willingness to complete further training / qualifications as required	E	A/I
27	Full manual driving licence (ideally clean), and a willingness to provide transport our young people in a company vehicle	E	A/I
Other			
28	Enhanced clearance from Disclosure and Barring Service	E	Certificate

A = Application Form, I = Interview, R = Reference