

Kent County Council

Job Description: *Administration Assistant - Level 1*

Directorate:	Children, Families and Education Directorate
Unit/Section:	Catch 22 or Upfront will manage the post on behalf of CFE
Grade:	KS03
Responsible to:	Line Manager (Upfront or Catch 22)

Purpose of the Job:

The main purpose of the job is to do all the things that need to be done to ensure that children in care council meetings take place and that the decisions and actions that are made by the children in care council are recorded and filed so that they are available to the children in care council, and others that need to know about these decisions, at future meetings.

Main duties and responsibilities:

- Making accurate notes of the Children in Care Council meetings (what was discussed and agreed should be done about it).
- Sending out copies of the notes from the Children in Care Council meetings to members of the council and other people who need to see them.
- Writing and typing letters, reports and presentations from the Children in Care Council and arranging for these to be sent to the relevant people.
- Making sure that all correspondence (letters, memos, reports etc) to and from the Children in Care Council is properly filed so that it is kept safe and secure and can be found when needed by Council members and other people that need to have access to them.
- Being the main point of contact for people wanting to get in touch with the Children in Care Council. This will include answering routine enquiries, helping to put children, young people and staff in touch with the right person involved with the Children in Care Council, welcoming visitors who have come to see the Children in Care Council.
- Arrange appointments for the Children in Care Council to meet with people they want to see and also with people who want to meet with the Children in Care Council.
- Attend the Children in Care Council meetings (these are normally held on Saturdays)
- Arrange Children in Care Council meetings, which will include booking venues where the Children in Care Council meet, sorting out help with transport for Council members, and arranging for refreshments and lunch to be available for Council meetings.
- Helping to maintain the financial records of the Children in Care Council so that they know how much money is being spent and on what.
- Producing a regular newsletter with Children in Care Council members and staff supporting the Council, to tell young people and staff involved with them about what the Children in Care Council is doing on behalf of all children and young people and leaving care in Kent.
- Occasionally, there may be other duties that the post holder is required to do to support the smooth running of the Children in Care Council, which have not been described in the duties listed above.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Administration Assistant - Level 1*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.



	CRITERIA
QUALIFICATIONS	Educated to GCSE level or equivalent
EXPERIENCE	Must have experience of being looked after by Kent County Council since their 16 th birthday
SKILLS AND ABILITIES	Good keyboard skills Computer and technology literate Able to work to deadlines Good interpersonal and organisational skills Good numeracy skills Confident telephone manner Works well under pressure Ability to maintain confidentiality Professional, friendly and polite approach to others Commitment to personal and professional learning and development
KNOWLEDGE	Of the care system