

Sessional Administrator Job Description and Person Specification

Job Description

Post Title	Sessional Administrator
Hours per Week	Sessional work covers the hours of 4.30 – 8.00 pm and will range between 1 to 4 of these evenings per week; Monday, Tuesday, Wednesday or Thursday. Holiday and sickness cover as required.
Aim	
<p>To provide administrative support in order to facilitate effective delivery of a professional service. To be the key first contact for those using the service, and an effective communication link.</p>	
Key Expectations and Requirements of All Staff	
<p>To act at all times within the Policies and Procedures laid down in the organisation's Policy Handbook</p> <p>To strictly adhere to the Confidentiality Policy, bearing in mind that any breach of the policy will be a breach of contract and is likely to constitute gross misconduct</p> <p>To be aware of, and act responsibly in relation to, Health & Safety matters in order to protect and promote the health and safety of clients, staff and other stakeholders</p> <p>To act within the best interests of the organisation in all contact with clients, staff and other stakeholders and to behave in a manner which reflects the trust placed on you as a staff member of the organisation.</p>	
Main Tasks and Expected Outcomes	
<ul style="list-style-type: none"> ▪ Welcome visitors to the office ▪ Provide a first point of contact telephone service ▪ Liaise with a range of stakeholders to enable the smooth running of the service. ▪ Facilitate the smooth running of the appointment system ▪ Maintain client files ▪ Ensure all statistical information is recorded accurately ▪ Effectively organise a varied workload ▪ Ensure office and room space are prepared for meetings ▪ Participate in training as required to meet the needs of the post ▪ Undertake further administrative functions as appropriate 	

Person Specification

Essential (E) and desirable (D) skills, abilities, experience, knowledge and special requirements.

Required Knowledge, Experience and Skills	E / D
Good standard of education	E
Relevant previous or current employment	E
IT proficient with an ability to work accurately and independently	E
Excellent verbal and written communication skills	E
Excellent telephone and interpersonal skills	E
Ability to take initiative and work independently	E
Ability to work to tight deadlines	E
Excellent IT skills	E
Ability to handle confidential and sensitive information	E
Ability to manage a varied workload	E
Effective time management skills	E
An interest in the needs of children and families	D