

Family First Fostering

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JOB DESCRIPTION

Title of Post Office Administrator / Support Worker

Location Head Office

PERSON REPORTS TO Office Manager, Senior Managers and Directors

ESSENTIAL KNOWLEDGE REQUIRED:

To have experience in working within a multi-cultural environment and demonstrating a commitment to Equal Opportunities towards both staff and young people placed with the organisation, and foster parents.

To have a clear understanding of office systems especially filing and word processing of letters, memoranda, statements, reports, etc.

To have an understanding of computers and word processing packages. To also have a good typing speed.

To demonstrate a good telephone manner, and an ability to deal with queries from both callers and colleagues.

DESIRABLE KNOWLEDGE REQUIRED:

Experience of working with a regularly inspected organisation and complying with policies and procedures.

MAIN DUTIES AND RESPONSIBILITIES:

1. Audio and copy typing of letters, memoranda, statements, reports and any other documents.
2. Receiving visitors to the office and dealing with enquiries where possible.
3. Answering telephone calls to the office, directing calls to the appropriate member of staff or taking messages, and dealing with queries where possible, supplying information where necessary.
4. Preparing training material also preparing all the panel papers for panel.
5. Maintaining and ordering stocks of office stationery and despatching as appropriate.

6. Arranging refreshments for meetings held in the office.
7. General filing, photocopying, and faxing of documents.
8. Recruitment checks for prospective members of staff.
9. Preparing and processing petty cash, pocket monies etc. for residents and units.
10. Undertake minutes of meetings and the panel.
11. To undertake reasonable tasks that is associated with working in a Foster Agency and any other duties of the business.
12. To give support to foster parents and looked after child/ren within the organisation.
13. To undertake pick-ups and drop-offs for looked after child/ren between the identified placements and the institutions such as the Home Office.
14. Completing checks for prospective foster carers and liaising with them throughout their application.
15. Organising training and other meetings that may need to be held.
16. Ensuring the statutory checks are being completed and keeping the tracking systems up to day.

Please complete and return to the Head Office together with your application form.

I _____ acknowledge receipt of the Job Description as my daily responsibilities and duties. I fully understand their meanings and implications of the above duties and will do my utmost to adhere to the best of my capabilities.

I also understand that this is not a written contract but purely a job description.

Signed: _____ Date: _____