



JOB DESCRIPTION

Job title:	Data Input and Admin Support
Service:	Manchester CAPS Service
Salary:	Grade 2 point 13-15
Hours:	14.8 hours per week
Location:	Blended Working Home and Newton Heath Sure Start Children's Centre
Responsible to:	CAPS Service Manager

SUMMARY OF JOB:

To Input Data and support to the administrator with administrative tasks. In the main the tasks will be to inputting referrals and updating the systems at certain time points. You will be responsible for sourcing resources for parenting groups. Collecting and collating parents evaluations feedback and reporting purposes.

KEY TASKS AND RESPONSIBILITIES:

1. Work efficiently inputting data onto electronic system.
2. Support the processing of incoming referrals.
3. Updating electronic system in a timely manner.
4. Responsibility for sourcing group resources.
5. To collect and collate parents evaluations for feeding back to team and managers.
6. Support the Business Officer and Service Manager with administrative tasks as required.
7. Ensure that the office environments comply with and maintains a high level of Health and Safety standards in accordance with Family Action standards and legislation.
8. Participate in supervision and team meetings.
9. Adhere to Family Action's confidentiality policy and ensure that confidentiality is maintained at all times.



- 10.** Ensure you understand, and comply with, Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

- 11.** Ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

- 12.** Work flexibly as may be required by the needs of the service and within the wider North Team and South team where necessary and undertake any other reasonable duties as required.

- 13.** To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our service



PERSON SPECIFICATION

Education and Qualifications

1. Minimum 5 GCSEs (or equivalent) at grade A-C, including Maths and English

Experience

2. Demonstrable experience of working within an office setting, including the ability to organise and prioritise work and to carry out routine tasks accurately and in a timely manner.
3. Experience of setting up and running administrative systems.
4. Proven experience of using Microsoft Office and Microsoft Teams.
5. Experience of using electronic systems for data inputting.
6. Experience of using databases.

Abilities and Skills

7. Ability to maintain accurate records, collate and input statistical information.
8. Ability to use own initiative and to work as part of a team.
9. Ability to manage health and safety systems within an office environment and ensure that policies and procedures are adhered to.
10. Demonstrate an understanding of safeguarding issues and relevant procedures appropriate to your role.
11. Ability to work with service users, partners and referrers with appropriate courtesy while maintaining confidentiality.
12. Ability to manage and prioritise your own workload including at specific busy times of the year and to bring the attention of your line manager any issues arising, and a commitment to supervision, appraisal and ongoing personal development.

Values

13. To be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.
14. A commitment to Co-production principles and approaches.
15. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a Can Do attitude
 - c) Striving for excellence at all times



- d) Having mutual respect for everyone we work with, work for and support through our services
16. Willing to work flexibly to meet the needs of the service.