

Family First Fostering

4th floor, Office 14, Bizniz Point Stratford Ltd, Burrell House, 44 Broadway, London, E15 1XH
Tel. 0800 389 4448 || Tel: 0203 130 0453
E-mail: admin@familyfostering.co.uk



JOB DESCRIPTION

Title of Post Administrative Assistant/Support Worker

Location Head Office

PERSON REPORTS TO Resource Manager, Senior Placement/Personnel
Manager, Directors and Managing Director

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. Preparing and despatching outgoing mail.
6. Maintaining and ordering stocks of office stationery, and despatching as appropriate.
7. Arranging refreshments for meetings held in the office.
8. General filing, photocopying, and faxing of documents.
9. Interviewing prospective members of staff.
10. Preparing and processing petty cash, pocket monies etc. for residents and units.
11. And any analogous duties.
12. Undertake minutes of meetings and the panel minutes.
13. Undertake visits to Foster carers homes.
14. To undertake reasonable tasks that is associated with working in a Foster Agency and any other duties of the business.
15. To give support to foster parents and looked after child/ren within the organisation.

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: _____