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| **ADMINISTRATION OFFICER – TEAM AROUND THE FAMILY****SALARY GRADE: HBC3** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As an Administration Officer within Team Around the Family, you will be responsible for providing administrative support to Early Help Family Workers, Social Workers and Managers within the Short Break Service for Children with Disabilities Team.More specific responsibilities include:* Providing administrative support when preparing for audit and inspection and handling data entry on service-specific IT systems
* Creating and maintaining manual and computerised filing systems to enable up to date and accurate information to be retained and retrieved
* Assisting in the administration of financial transactions including placing orders, goods receipting and dealing with enquiries
* Arranging internal, external and multi-agency meetings, preparing and sending out agendas, booking rooms, attending and taking minutes of meetings, distributing minutes and following up on actions as appropriate
* Responding to service specific enquiries, assessing the urgency of enquiries and handling appropriately
* Providing a word processing service including typing letters, short reports, presentations, client notes etc.
* Updating and monitoring Council’s Record of employee lone working
* Completing general administrative tasks as and when required including filing and photocopying
* Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job
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| About You |
| For this role, it is essential that you are educated to GCSE standard or equivalent and ideally should have 5 passes at grade C or above including English and Maths.In addition you will have:* Experience of managing administrative and information systems and meeting administration including taking minutes and organising meetings using Microsoft Outlook
* Thorough knowledge, use and experience of IT packages including Microsoft Office
* Excellent communication skills, good typing skills and an awareness of the importance of confidentiality
* The ability to work to tight deadlines and a willingness to work as part of a team

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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