

A.A. AGENCY LTD

Please note our employers are Local Authority.

LOCATION: Tower Hamlets, Waltham Forest, Wandsworth, Croydon, Richmond, Bromley and New Ham. Kensington & Chelsea, Southwark, Islington. City of London, Greenwich, Camden Etc.

Rate: £10 p/h

CRB Required.

POST TITLE

TEAM ADMINISTRATOR (Children and Families Division)

JOB OUTLINE

A Team Administrator is based in a team of social workers to carry out a range of administrative work to facilitate and support the Team's operations.

A Team Administrator is supervised by a Senior Administration Officer and works very closely with the Social Work Team Manager.

TASKS

1. Carries out team and district based administrative tasks to facilitate and support a social work service to Children and Families.
2. Operates within documented procedures to process a wide range of administration (eg: statutory notifications, transport bookings), relating to children to whom the Department has a legal responsibility. Eg: children in need, children looked after, young people receiving aftercare.
3. Processes payments (cash, cheque, local order etc) in relation to clients and staff on computerised system. Resolves queries as necessary and maintains records within procedural guidelines.
4. Inputs, updates and retrieves data using computerised systems to maintain records of social work cases, payments and other relevant information.
5. Provides management information for team, district and administrative purposes.
6. Interrogates systems to retrieve data.
7. Uses word processing facilities to print and amend standard forms. Eg: CLA notifications, reviews, care plans, Essential Information Records.
8. Assists Social Work Team Manager to monitor budgets and statutory requirements relating to client caseloads.
9. Receives and provides information on behalf of service receivers, service providers, fieldwork staff and other agencies and members of the public, by telephone, personal contact and in writing.
10. Provides advice to social workers on Departmental procedures and associated legislation.
11. Carries out recruitment administration for team and district as required.
12. Completes personnel returns.
13. Distributes mail within the team.
14. Carries out photocopying.

15. Maintains filing systems and other client record systems with due regard for security and confidentiality of records.
16. Provides basic training and ongoing support to Social Workers in using relevant computerised systems.
17. Liaises with other sections and Departments of the Council and outside agencies on administrative and client related matters.
18. Maintains resource information and updates procedural modules and handbooks.
19. Participates in administrative, social work, district and sector level meetings.
20. Provides cover in the absence of other Team Administrators.