

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	1 Year Fixed Term Contract Centre Worker 20 Hours per week	JEID	C0269
Salary Grade:	Band D POINT 10-13		
Team:	Early Help & Targeted Support		
Service Area:	Children & Families People Group		
Primary Location:	Hatters Space & CHESS		
Political Restriction	This position is not politically restricted.		
Responsible to:	Centre Manager including Matrix Management		
Responsible for:	N/A		

Role Purpose

To undertake a range of tasks in support of the day to day requirements and administration of the centre so that the service received by users is appropriate and to a high standard.

Provide clerical administration support to the centre manager

Role Responsibilities

Carry out reception duties, co-ordinating users of the centre and receiving and signposting visitors.

Be responsible for day to day administration of the centre, including room hire documentation and correspondence, ensuring appropriate charges, issuing internal and external invoices.

Ordering and maintaining supplies of stationery, materials and equipment for the centre.

Prepare rooms, including the setting up of chairs and tables and stacking away after use, ensuring rooms are clean and tidy ready for users, using own initiative when necessary.

Organising tea, and coffee etc., for the centre's users when required and under the direction of the centre manager.

Carry out recording and reporting of any defects to the centre manager.

Carry out routine and non-routine opening and closing of the centre premises under the direction of the centre manager and using own initiative when necessary.

Be aware of the Authorities regulations regarding Health and Safety.

Be willing to undergo any relevant training in agreement with and under the direction of the centre

manager.

Carry out the reasonable instructions of the centre manager and to undertake any other duties deemed necessary within the remit of the post.

Being flexible to meet the needs of the centre's

Act as a named key holder, on call for emergency services as required, with your name and number being held by WCC/Security Company.

Be able and prepared to work flexibly across centres, to provide cover for absent colleagues and to cater for emergencies and shorter notice bookings, which require a change in routine

Carry out procedures for booking annual leave and sickness reporting.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Use of Microsoft Office Software Packages	A
Good general standard of education	A
Experience of paid or unpaid administration/clerical or secretarial work	AI
Relevant work experience in the community based/youth or voluntary sector organisation that involves the engagement of a variety of individuals and groups and provision of services to people.	AI
Able to prepare rooms for use (moving and stacking tables and chairs, hoovering and mopping if necessary)	AI
Experience of systems to file and retrieve information	AI
Be prepared to work across multiple locations as and when needed	AI
Able to prepare correspondence, reports, newsletters and marketing/promotional materials.	AI
Be able to work with and maintain relationships with a wide range of people and organisations, including, local people, children and vulnerable adults, the disadvantaged, community groups, statutory and independent organisations (partnership working), centre user's. Satisfactory DBS Check	ADI
Be able to prepare and organise daytime, weekend and evening activities in the centre, which involves working with all age groups.	AI
Committed to Equal Opportunities principles	AI
Able to demonstrate commitment and reliability	AI

Desirable Criteria

Assessed By:

Secretarial or clerical/administrative qualifications	A
Experience of raising and processing invoices for payment	AI
Ability to assist in the promotion of the centre	AI
Key Holding Experience	AI

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults

<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input checked="" type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	