

Administrator Job Description

Position: Administrator

Responsible to: Registered Centre Manager

Location: Dormanstown, Redcar

Pay: £25,000 – £28,000

Type of position: Permanent, Full-Time or Part-Time

Hours: 37.5 hours per week (Office Hours)

Holiday: 28 days inclusive of bank holidays

Introduction

We are seeking an experienced Administrator to join our team at The Ark Respite Centre, an Ofsted-registered children's home. This role is essential in supporting the smooth running of the service through efficient document management, accurate typing, and strong organisational skills. The ideal candidate will have a keen eye for detail, excellent communication skills, and the ability to manage multiple administrative tasks in a busy environment.

Qualifications, Experience and Skills

- Proven experience in administration, typing, and document management.
- Strong IT skills, including proficiency in Microsoft Office (Word, Excel, Outlook, SharePoint).
- Excellent organisational and time management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong written and verbal communication skills.
- Desirable: Experience working in a children's services setting, health setting, or educational setting.
- Ability to work within the regulatory framework of an Ofsted-registered children's home.

Duties and Responsibilities

Document Management

- Prepare, format, and maintain accurate records and reports.
- Manage filing systems (electronic and paper-based) to ensure compliance with data protection regulations.

- Handle and protect confidential information about children and staff in line with safeguarding, GDPR, and organisational policies.
- Support the Registered Manager with policy updates and document audits.

Administrative Support

- Handle incoming calls, emails, and correspondence professionally.
- Schedule meetings, prepare agendas, and take minutes.
- Assist with recruitment administration, including maintaining personnel files.

Centre Support

- Provide general office support to ensure smooth day-to-day operations.
- Liaise with staff and external professionals as required.
- Support operational team with rotas and financial administration tasks such as invoice processing and budget tracking.

Additional Information

The Ark Respite Centre is an Ofsted-registered children's home providing short breaks for children and young people with disabilities.

The successful candidate will be required to undergo an Enhanced DBS check prior to appointment.

The role is based in our Dormanstown office and operates during standard office hours. Flexibility to work part-time may be considered.

You will be part of a supportive team committed to delivering high-quality services for children and families.

Safeguarding and Compliance

The Administrator must adhere to safeguarding policies and procedures at all times.

Training will be provided if the candidate does not have prior experience. The role requires strict compliance with confidentiality standards and regulatory requirements.