

Job Profile

Job Title: Administration Officer – Children’s Centres

Job Grade: Level 2 Zone 2

Salary Range: £34,580 - £36,917

About Camden

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all. <intro to the job role. Note the goals/vision for the team/service and where the role fits into this>’

About the role

To provide business support to the locality team(s) delivering service to families with children from pregnancy to age 19 and 25 for those with special needs, with a focus on the first 1001 days - thus ensuring a well-coordinated pathway of universal and targeted children’s centre services across the borough.

Purpose of the role:

- Assist the Children’s Centre and Family Hub Business Manager in providing high standard business support service ensuring smooth day to day functioning of children’s centre(s) and locality services.
- Provide welcoming and effective reception and engagement services for families attending the Children’s Centres.
- Provide a wide range of administrative and business support for Camden Early Years and locality teams - including health visiting, family support and nurseries, and supporting office finance processes using finance and database systems.

About you

1. Fully proficient in Microsoft Office packages such as Outlook, Word and Excel and other databases such as Mosaic or System One or EISI.
2. Working knowledge of Camden children’s centre, early help and other local services for families who experience disadvantage and have children with special educational needs up to the age of 19 and 25.
3. Able to perform a range of office financial processes including placing, receiving and receipting orders, checking payments, invoicing and processing of nursery fees, and updating office finance monitoring systems.
4. Able to provide a wide range of administrative support to children’s centre services, ensuring that monitoring and evaluation systems are maintained.
5. Able to work flexibly, providing administrative support for children’s centre services across the borough and working from multiple settings when required.
6. Able to maintain the smooth running of the office in the Business Manager’s absence and deal with day-to-day issues including responding to internal and external enquiries and liaising with management cover as appropriate.
7. Able to input/process data accurately by using a range of client databases and IT systems.

Work Environment:

Be office based at one of Camden's children's centres or locality venues. There will be occasional visits to other centres or council/voluntary/statutory agency offices or venues.

People Management Responsibilities:

NONE

Relationships:

The post holder will be required to liaise with various teams and services across the Councils Supporting People Directorate. Key contacts are likely to include:

- Locality family support team, finance officers, office suppliers, children's centre teams, nursery teams and other partners providing services and resources both within the children centre(s) and other locality venues.
- Liaise with visitors to the centre(s)
- Local residents, voluntary and statutory organisations and other external agencies

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the

application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,