

# Administrator Bridlington



**Hours of work:** Part Time 16 Hours per week

**Location:** Bridlington

**Department:** Yorkshire

**Full Time Equivalent (FTE) salary details:**  
£15,551 per annum

**Advertising end date:** 3th June 2019

**Interview Date:** 7th June 2019

This post is fixed term until 31/03/2020

As an Administrator you will be providing support to the services that support disabled children, or young people and their families. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Some flexibility may be considered over the hours and work pattern.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit [www.kids.org.uk](http://www.kids.org.uk).

**Our vision is a world in which all disabled children and young people realise their aspirations.**

# What We Do



KIDS are a national charity, founded over 48 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

*“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”*

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff. KIDS provides over 120 different services and works with 80 local authorities throughout England. **In 2017-2018 we supported over 15,000 disabled children, young people and their families.**

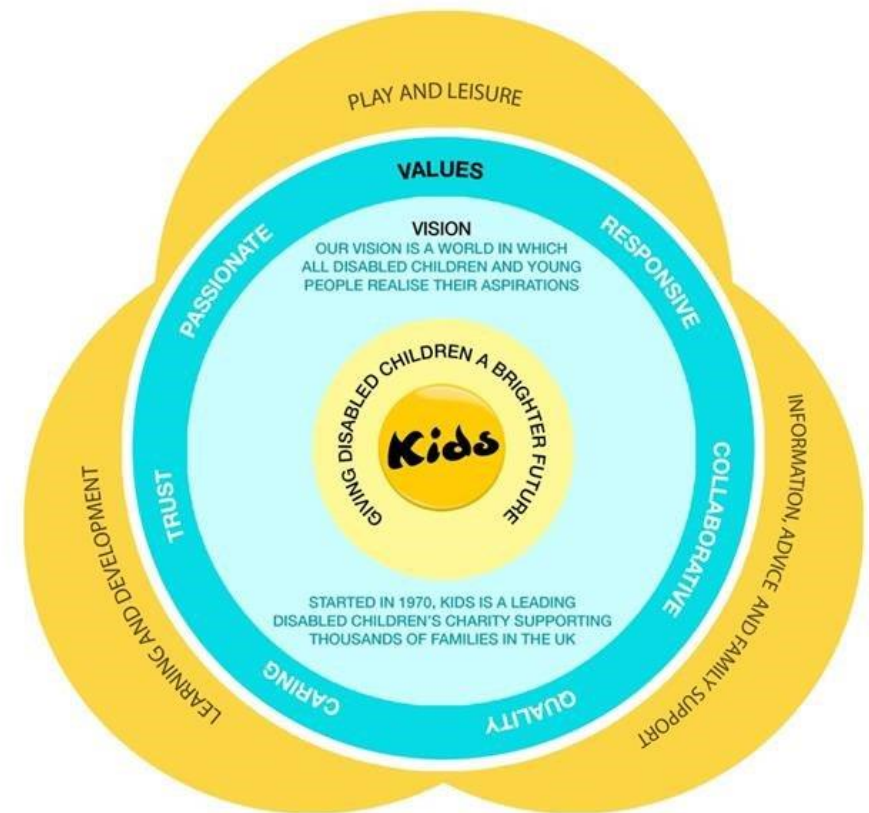
## ***Our values***

*We are passionate*  
*We are collaborative*  
*We believe in quality*  
*We are responsive*  
*We are caring*  
*We are trusted*

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit  
<https://www.kids.org.uk/Pages/FAQs/Category/trustees>.

**Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.**





# What You Can Expect



## Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS are a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



## Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Employee Assistance Programme (EAP) to support with Health and Wellbeing
- Strong sense of achievement from doing meaningful work
- Generous holiday entitlement
- Extra week of holiday after 4 years' service
- We are happy to talk flexible working

**'Being given the opportunity to make a positive impact on a young person's life' - Ollie, Assistant Practitioner**

# Job Description



## Overall Purpose of Role

- To provide administrative, communication and engagement support to the Steering Group of EYPCF to enable them to continue to consult and share parent/carer feedback with the Local Authority.
- To provide information about the SEND services in the East Riding to parents and carers in order that they may participate fully and co-produce as equal partners in shaping, developing, implementing and evaluating services and systems with confidence in the SEND system.



## Key Relationships

- The Administrator reports directly to the EYPCF Steering Group and KIDS Office Manager
- Parents and carers of children with SEND living in the East Riding of Yorkshire locality
- Staff across education, health, social care and the voluntary sector.

## Working Context

- The Administrator is mainly office based but will be expected to travel across the East Riding to attend meetings and events from time to time.
- The Administrator may have to work occasional evenings as required by the EYPCF Steering Group to meet the needs of the service.
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# Key Responsibilities



- To provide admin support for members of the EYPCF Steering Group and be a main point of contact.
- To act as a point of contact between the steering group, wider members of ERVIP the public, the local authority and the voluntary sector.
- Increase the participation and representation of parents/carers in the shaping of services by acting as a conduit of information between them and the steering group.
- Provide relevant and up to date information on SEND, to enable the steering group to disseminate this in a variety of ways to parents/carers, children and young people in the East Riding.
- To collate and update all information on a central database
- To deal with telephone calls appropriately with the right approach in accordance with the principles of KIDS Charity, liaising with families and professionals at all levels
- To type reports, letters, agreements etc for the steering group
- To complete basic financial records and reports including receipts and invoices and petty cash
- To deal with mail outs
- To maintain a central filing system and up to date documentation on all EYPCF activities
- To provide administrative services, including drafting letters, collecting information, making arrangements, keeping diaries
- To order stock stationery, equipment, leaflets, etc monitor delivery and maintain records of equipment purchased
- To assist with day to day administration and deal with any routine mail duties
- To deal appropriately with all visitors
- To provide assistance with general housekeeping duties
- To assist with the preparation of a business case for securing ongoing funding for the post and Charitable grant funding





# Key Responsibilities

**‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner**

## **We expect you:**

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. Perform tasks as required commensurate with your grade and experience.
3. Occasional travel may be required.

## **Other Responsibilities**

You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs or data without written permission unless agreed by your Line Manager/ equivalent as part of the execution of your normal duties.

Sharing the responsibility for ensuring that the organisation stays in touch and synchronised across the country.

**KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.**





# Person Specification

## Proven Ability

To be able to carry out this role it is essential that you have the following characteristics:

- Previous experience of working in a secretarial/administrative environment
- Good oral and written communication skills
- The ability to prioritise and manage your work load
- The ability to work as part of a team
- The ability to work in flexible manner
- Good timekeeping
- Good organisational skills
- A commitment to working in partnership with parents/carers
- The ability to deal with telephone calls in an appropriate manner.
- Work in a confidential and sensitive manner

## Education/Qualifications

- Certificated evidence of excellent Word processing skills, excellent IT skills – Microsoft Office (CLAIT, ECDL)
- Educated to a minimum of Level 2 qualification including English and Maths or GCSE level grade C or above.





# Person Specification

## Desirable criteria

To be able to carry out this role it is desirable that you have the following characteristics:

- Experience of reception duties
- A knowledge of issues relating to disabled children and families
- A knowledge of the SEND framework
- Experience of finance e.g. salaries, petty cash etc
- Working knowledge of databases and publisher



## Desirable Education/Qualifications

- NVQ level 3 or above in a relevant field

**Thank you for choosing KIDS. We look forward to receiving your application.**