

JOB DESCRIPTION

- Post:** Social Work Administrator
- Accountability:** The person appointed will work as a member of an experienced admin team and will be accountable to the Office Manager.
- Primary Purpose:** The postholder will be part of a team that aims to provide creative and forward thinking adoption services and will be expected to undertake a range of administrative work within the area of family placement.
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Key tasks:

- Responding to telephone/email enquiries in a timely & professional manner
- Welcoming visitors to the office ensuring confidentiality, Health & Safety protocol and professionalism at all times
- Managing and processing Local Authority checks, medical, references and all statutory forms within the assessment of adoptive families
- Liaise with Social Workers, and other Team members to support the overall efficiency and smooth running of the Agency.
- Assist with Adoption Panel Administration
- Word process and format Social Work correspondence and reports
- Maintain Social Work administration systems using Access databases
- Maintain Social work files and filing systems
- Maintain general filing system
- Taking minutes at various meetings as required
- Photocopying and general office duties
- Key holder responsibilities i.e. locking and unlocking office if required
- Ensuring the Health and safety of people using the building, whilst providing and maintaining a welcoming atmosphere for visitors.
- Booking rooms and room set up

- Any other tasks deemed appropriate

The Job Description reflects the major tasks to be carried out by the post holder but in the interests of effective working, those tasks may be reviewed from time to time, reflecting changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.