



JOB DESCRIPTION

Job Title: Social Work Administrator

Salary: £23,944 full time equivalent (SCP 12)

Hours: up to 30 hours a week

Contract: 2 year fixed term contract

Location: CCS Office Bristol in accordance with the CCS hybrid working policy

Key tasks:

- Working as part of the administration team to provide a high level of admin support to the Social Work Team.
- 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.
- Process and format Social Work correspondence and reports.
- Maintain Social Work administration systems using Charms Database.
- Managing training attendance lists and sending out invites as required.
- Taking minutes at various meetings as required.
- Scanning and general office duties.
- Key holder responsibilities i.e. locking and unlocking office if required.
- Booking rooms and room set up as required.
- 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.