To accompany job description and person specification when required

Job title: Team Administrator

Directorate/Service/Team: People – Children’s - Central Business Support

**Organisation structure**

Reporting to: Team Leader

Responsibility for: Delivering high quality business support to the Fostering & Supported Lodgings Service.

**Context of work**

The main function will be supporting the Fostering, Kinship and Supported Lodgings Team. This team works with foster carers, kinship carers and hosts who provide accommodation and support to children in care and young people leaving care in Dorset.

The types of task to be undertaken will include:

* Processing correspondence.
* Management of the generic inbox
* Carrying out statutory checks and DBS checks for pre and post approval Foster Carers and Kinship carers.
* Requesting, following up and accurately recording references and medical checks for new carers
* Setting up and maintaining tools for tracking progress of new and existing carers, such as Planner
* Supporting and updating digital sites.
* General administrative tasks, including data entry and dealing with correspondence.
* Processing invoices and reclaiming amounts as applicable.
* Recording and monitoring spend against the Adoption & Special Guardianship Support Fund
* Maintenance of the Adoption & Special Guardianship Support Fund Portal
* Working closely with other business support colleagues to ensure a consistent approach and service delivery model is maintained across the business support teams.
* There will be a requirement to work with confidential and sensitive information.

**Travel requirement**

The position has an occasional travel requirement to attend meetings or training.

**Other information**

Due to the sensitive nature of the work across Children’s there is a requirement for a DBS Basic Check.

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| **Context statement prepared by:** | | | |
| Manager | Angie Brooker | Date | 09/05/2024 |