

## PJ02 - Job Description - Administrator

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title:	Administrator
Reports to:	Registered Manager
Job Overview: (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	<ul style="list-style-type: none"> <li>  Implement actions to meet and maintain administrative and financial standards</li> <li>  Assist the development of the philosophy, goals and objectives for the administrative and financial practice</li> <li>  Implement action to meet and maintain administrative and financial standards</li> <li>  Evaluate standards of administrative and financial competence</li> </ul>
Location:	Inspiring Aspirations Plus Ltd T/A Inspiring Support, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
Working Hours:	Monday to Friday, 9am to 5pm or as directed by the manager.

Responsibilities and Duties of the Job	
Role Specific Duties:	<ul style="list-style-type: none"> <li>  To maintain administrative and financial skills at a current level and undertake such training and development as may from time-to-time be required to maintain that currency of practice</li> <li>  To provide administrative and financial services for Inspiring Aspirations Plus Ltd T/A Inspiring Support in accordance with current best practice</li> <li>  To supervise the administrative and financial services within Inspiring Aspirations Plus Ltd T/A Inspiring Support in accordance with agreed standards, legislative requirements, relevant regulations, in line with accepted best practice and within the financial plans agreed from time-to-time</li> <li>  Be responsible for promoting and safeguarding the welfare of those individuals they support</li> </ul>
Working with Others:	<ul style="list-style-type: none"> <li>  Develop effective working relationships with other Inspiring Aspirations Plus Ltd T/A Inspiring Support employees</li> <li>  Work to establish effective employer-employee relationships</li> <li>  Cooperate with the implementation, evaluation, orientation and induction of all new employees</li> <li>  Support the effective resolution of team conflicts</li> </ul>
Leading by Example:	<ul style="list-style-type: none"> <li>  Seek opportunities for personal and professional growth</li> </ul>
Personal Responsibilities:	<ul style="list-style-type: none"> <li>  Promote a positive image for the people and employees of Inspiring Aspirations Plus Ltd T/A Inspiring Support</li> </ul>

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### Person Specification

Specific Requirement for Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>  RQF Diploma/HNC/City and Guilds in administrative processes</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Skills	Essential	Desirable
<b>Communication Skills</b>		
<ul style="list-style-type: none"> <li>  Participate in the maintenance of Inspiring Aspirations Plus Ltd T/A Inspiring Support management information systems</li> <li>  Ensure peoples monthly invoices are sent timeously, recording receipt of payments</li> <li>  Systematically process the financial invoicing to the paying authority</li> <li>  Attend meetings of Service Users and relatives to answer any questions they may have</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Problem-Solving Skills</b>		
<ul style="list-style-type: none"> <li>  Systematically solve day-to-day problematical issues which arise</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Accountancy Skills</b>		
<ul style="list-style-type: none"> <li>  Ensure accurate accounts are kept of all financial transactions</li> <li>  Audit records to ensure compliant with Inspiring Aspirations Plus Ltd T/A Inspiring Support policies and ensure that Service Users' rights are protected</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organisational Skills</b>		
<ul style="list-style-type: none"> <li>  Maintain Service Users' files, ensuring all documents are obtained following Inspiring Aspirations Plus Ltd T/A Inspiring Support policy</li> <li>  Maintain staff files ensuring all documents are obtained following Inspiring Aspirations Plus Ltd T/A Inspiring Support policy</li> <li>  Formulate an annual planner of the various billing dates and alerts of meetings</li> <li>  Audit all administrative functions of Inspiring Aspirations Plus Ltd T/A Inspiring Support quality assurance systems to ensure the service is fully compliant</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Previous Experience	Essential	Desirable
Experience of working in a similar environment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience of working in a similar role	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience of working with people who have additional support needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Knowledge of financial processes within local authorities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Developing and managing a concise filing system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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### Value-Based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> <li>  Involve Service Users, family, external agencies &amp; colleagues</li> <li>  Speak up when things go wrong</li> </ul>
Respect and Dignity	<ul style="list-style-type: none"> <li>  Understand person-centred care and can demonstrate treating people as individuals and respecting choices</li> <li>  Promoting independence and encouraging appropriate risk taking</li> </ul>
Everybody Counts	<ul style="list-style-type: none"> <li>  Ensuring no one is discriminated against or excluded</li> <li>  Understand human rights and impact on care delivery</li> <li>  Facilitating people to 'speak up' about concerns and acting upon them</li> </ul>
Commitment to Quality of Care	<ul style="list-style-type: none"> <li>  Striving for quality in everything we do recognising and understanding what quality in care means for people using the services</li> <li>  Being accepting about criticism and focusing on improvement</li> <li>  Being open to new opportunities for learning and identifying the limits of skills and knowledge</li> </ul>
Compassion	<ul style="list-style-type: none"> <li>  Treating people with kindness</li> <li>  Understanding the importance of empathy in all areas of employment</li> <li>  Understanding the values of others and always providing a caring service</li> </ul>
Improving Lives	<ul style="list-style-type: none"> <li>  Focus on how things could be done better and sharing ideas</li> <li>  Understanding of wellbeing and what is important to people using the service</li> <li>  Improving outcomes for people</li> <li>  Ensuring appropriate services are provided for people using the services</li> </ul>

### Key Lines of Enquiry Table

Key Line of Enquiry (KLOE)	Supporting
S5 - How well are people protected by the prevention and control of infection?	✓
W2 - Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?	✓