

Job Description

DIRECTORATE: Social Services & Wellbeing

DEPARTMENT: Children's Social Care / Children's Residential Services / (Cae Bryn House & Complex Intervention Provision)

POST: Clerical Assistant

GRADE OF POST: GR04

RESPONSIBLE TO: Residential Manager

JOB PURPOSE:
To support the residential service Cae Bryn House and the Complex Intervention Provision by providing a high quality administrative service that assists with the operation of an efficient and effective service.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Provide day to day Clerical Support for the service.
- Administration of petty cash system and preparation of monthly reimbursement claims.
- Maintaining and updating various electronic files.
- Assisting in the administration of financial procedures.
- Processing the payment of invoices.
- Preparation of purchase orders and monitoring receipts of goods received.
- Minute taking.
- To undertake general clerical duties, e.g. answering telephones calls, photocopying, mail, dealing with the enquires which includes taking messages, checking and ordering of supplies.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Clerical Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A good standard of education, equivalent to QVF (NVQ) Level 2 or an ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working in an office environment. Experience of using information and administrative processes and systems. Knowledge of office practices and procedures. Knowledge of local government. Experience of working in a service orientated environment. Experience of implementing administration practices and procedures. 	Yes Yes Yes	Interview, application form, and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to form constructive working relationships with colleagues. Ability to communicate clearly and effectively. Ability to use information systems to an appropriate speed and standard. Ability to demonstrate good organisational skills. Good IT skills including word, excel and use of databases. Ability to think clearly and to work on own initiative. Ability to work flexibly and proactively. 	Yes Yes Yes Yes Yes Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to remain calm when faced with a conflict situation from challenging behaviour. The ability to communicate through the medium of Welsh. 	Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills & Personal Qualities (continued)	<ul style="list-style-type: none">The ability to communicate through the medium of Welsh.		Interview, application and selection process.