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| **Job Description**  |

**Job Title:** Branch Administrator  **Reporting To:** Regional Manager

**Location: Salary Range:**

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**Role Purpose:**

* To provide effective and consistently reliable, administrative support to the Supervising Social Workers, Regional Manager and other staff.
* To meet and greet foster parents and other guests, ensuring they experience a warm and professional welcome.
* To provide a professional service to any foster parent, child, social worker or other person who contacts the office.
* To ensure that all administrative processes are completed to agreed timescales.
* Auditing of files.

**About By the Bridge:**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families.

We aim to create an environment where all people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is an organisation, which thrives on the diversity of its staff, families and children, to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

**Responsibilities**

* Fielding telephone calls and messages with politeness and efficiency.
* Maintain filing systems.
* Completing all administrative tasks as directed by Regional Manager or Senior Branch Co-ordinator.
* Oversee catering requirements, booking with external providers or purchasing supplies, for internal provision, exercising effective cost control to minimise waste.
* Typing of reports and correspondence.
* Ensuring the various IT recording systems are updated, in particular to maintain the booking and recording system for the foster parent training programme.
* Maintaining & keeping general reception area neat & tidy.
* Any other task directed by management.
* Minute note taking for meetings

**General Responsibilities**

* To work in accordance with By the Bridge with Cambian policies and procedures.
* To contribute to the culture of By the Bridge with Cambian.
* To uphold and embody our values at all times, ensuring the protection of children is paramount
* To adhere to responsibilities under data protection, health and safety legislation and policies.
* To demonstrate a positive commitment to equalities and diversity.
* To undertake such other duties as may be reasonably expected or commensurate with your role.

**Person Specification**

• Organised
• Self motivated
• Team player
• Ability to prioritise
• Positive attitude
• Good communication skills (Verbal and written)
• Literate and computer literate
• Able to maintain confidentiality

By the Bridge Ltd may vary your job description from time to time to reflect any development of your role necessary in consequence of regulatory change or operational needs.

Safeguarding Children is central to all that By the Bridge with Cambian does. Although the **Branch Administrator** role is not primarily one where contact with children is involved there may be occasions, either through seeing situations with a fresh pair of eyes; reading information in a report or by receiving information in any other way that an administrator may have concerns regarding the welfare of a child. (There are occasions for example where specific children may develop a good rapport with the **Branch Administrator** through the child visiting the branch office). In any situation where the Branch Co-ordinator has concerns for a child’s well-being they must follow the reporting procedure of By the Bridge with Cambian. The **Branch Administrator** will be required to undertake mandatory online training within their induction period.