

# Admin Support Worker

## Job Description

**Job Title:** Admin Support Worker

**Location:** Various locations across Staffordshire

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### **Key Responsibilities:**

- Provide a welcoming environment in the Children's Centre reception
  - Meet and Greet families at the centre
  - Support families to register with Children's Centre services
  - Maintain engaging environment for children – rotate equipment, clean and risk assess for suitability
  - Photocopy, produce calendars and posters and distribute
  - Design and produce displays as appropriate to the role.
  - Consult with families using the centre – including "question of the month" and "have your say"
  - Attend health visiting clinics – support registration form completion and information sharing
  - Prepare rooms for meetings – ensure equipment is available, refreshments and IT support where required
  - Contact Rooms – check and maintain toys, tidy and clean to ensure room presentable and welcoming, ensure information up to date and accurate
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### **Person Specification:**

- Can do attitude
- Creative thinking
- Good communication skills
- Good organisational skills
- Be able to lone work
- Monitor work completed
- Manage own time
- Record and report new developments in local area

No qualifications or experience necessary. Full training will be provided appropriate to role.