



Job Description **Administrator for Youth and Children's Work/STEPS**

Title: Administrator for Youth and Children's Work/STEPS

Reporting to: Children and Families' Worker

Hours Worked: 20 hours per week during term time and
10 hours per week during school holidays

Overall Purpose

To help further the ministry of St Stephen' Church among Children and Young People by providing effective administrative and financial support to both the Youth and Children's and STEPS' teams.

Main Duties – STEPS

Administration

1. To produce weekly registers of children and staff and maintain a spreadsheet which monitors occupancy levels for each session.
2. To ensure all details of children are up to date and properly filed and that pupil tracking records are kept up to date.
3. To be proactive in promoting the pre-school and its links with the church, and promoting church activities to the pre-school families, ensuring that the website and Facebook page are regularly updated.
4. To assist the SENDCO staff with their administrative tasks.
5. To book training courses for staff and order equipment and resources as appropriate, including the weekly food shop.
6. To ensure that monthly time sheets for staff are complete and given to the Finance Administrator to an agreed timetable.
7. To assist the STEPS Manager in producing reports, policies, and letters.
8. To act as secretary to the STEPS Resource Support Group.
9. To undertake other general office duties such as dealing with post and telephone calls, filing and photocopying.

Finance

10. To ensure that the pre-school works within the financial policies and practices of the church and pre-school.
11. To assist the STEPS Manager in preparing the pre-school budget and to monitor income and expenditure throughout the year.
12. To provide monthly cashbook figures to the Treasurer.
13. To advertise funding opportunities to parents and apply for funding as appropriate, including the Pupil Premium, Free for Two Funding and Early Years Education Funding.
14. Together with the STEPS Manager to administer bursary funding.
15. To be responsible for sending out invoices to parents and ensuring payments are collected, recorded and banked appropriately and to advise the Manager of any difficulties in collecting outstanding payments

16. To ensure all invoices for goods and services are paid promptly and to administer a petty cash budget.

Main Duties – Y&C Team

1. To arrange the production and distribution of letters, rotas, registers and birthday cards for children and young people
2. To distribute various advertising material (e.g. flyers and posters)
3. To make updates to the Youth and Children’s website as directed.
4. To maintain the petty cash and track payments and bookings for trips and activities.
5. To assist in planning trips and residentials, including making enquiries and bookings with outside agencies.
6. To update the Church database with new and revised Youth and Children’s details on an ongoing basis.
7. To become familiar with the Child Protection and Safer Recruiting policies of the church and to assist in the administration of these where appropriate.
8. To undertake general office duties such as dealing with post and telephone calls, filing and photocopying.

General Duties

1. To take an active role within the church and pre-school staff teams, attending meetings as agreed with the Children and Families’ Pastor and STEPS Manager.
2. To fulfil any other responsibilities appropriate to the role of an administrator as agreed with the Children and Families’ Pastor or STEPS Manager.

Person Specification:

1. Sympathy with the teachings of the Christian faith and the values of St Stephen’s Church.
2. Strong organisational skills
3. A high level of numeracy and a clear understanding of basic financial information. Evidence of previous financial experience would be a strong advantage.
4. A good working knowledge of Excel, Word and Publisher.
5. Strong communications skills and the ability to promote the church and pre-school through use of the website and Facebook.
6. A self-motivated person who can work largely unsupervised.
7. Ability to maintain confidentiality
7. A Strong team player
8. Polite and friendly manner with parents and other callers
10. Some basic creative design skills, although not essential, would be an advantage.

Employee’s signature.....

Employee’s Name.....

Date.....