**Job Title:** Assessment Administrator

**Location:** Bolton

**Reports to:** Senior Assessment Administrator

**Accountable to:** Head of National Assessment Service

**Job Purpose:** Assists in the provision of a comprehensive administrative support service for the National Fostering Agency Group, including the completion of statutory checks, tracking assessments, booking training, supporting assessing social workers and providing a professional administrative service to our National Assessment Service.

**Key Stakeholders:**

**Internal:** Head of the National Assessment Service, Lead Assessment

Managers, Assessment Managers, Assessment Administration Manager, National

Assessment Service Administration Team, National Carer Recruitment Coordinator, Carer

Recruitment/Engagement Officers, Quality Assurance Team, Regional and Registered

Managers, Regional Colleagues

**External:** Panel, Freelance Assessors, fostering applicants, Local Authorities

**Key Responsibilities:**

* Works as a member of the National Assessment Service, supporting the

comprehensive administrative service offered by the team, which facilitates the

work of all field and office-based agency staff, including the provision of

information and appropriate support in accord with procedure and in response to

requests.

* Undertakes a range of general administrative duties including word processing,

producing documents and spreadsheets (excel), filing and retrieving documents

from computer-based systems, developing and maintaining the

agency’s data recording systems, inputting and retrieving data to ensure

accurate and up to date information is available.

* Deals quickly and efficiently with telephone calls, enquiries and messages at the

Head office, passing them through to the relevant agency staff member or

department as appropriate, advising an agency manager of any important issue

that cannot immediately be passed on or of any matter concerning child protection.

* Meets and greets visitors, ensuring that they, as well as contractors and service

providers attending the office, are dealt with according to procedure and

expected standards of customer service.

* Assists line manager to maintain a safe working environment
* Ensures statutory checks for applicants are completed to timescales and are

recorded accurately. Ability to collate information and data to provide monthly

statistics and information for statistical returns. Collect data relating to

assessments. Report to KPI’s in line with business needs

* Undertake statutory checks for freelance assessors and other independent

workers. Maintain personnel files in line with NFA Group policies and procedures.

* Under direction provides cover in the absence of administrative team colleagues

and undertakes other duties as and when reasonably requested by an agency

manager.

* Works with the Team Manager on ad hoc tasks and projects such as research,

collating documents, arranging meetings etc.

* Extracting and analysing data from the in-house database to compile reports and

statistics for the management team

**Standard responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within NFG are expected to be familiar with and adhere to:

* Participates in an annual performance review programme.
* Works at all times, in accordance with the policies and procedures of the NFG and statutory regulations applicable to the Group.
* NFG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

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| **Job Holder** |  |  |
| Name: | Signed: | Date: |
| **Signed on behalf of the NFG** |  |  |
| Name: | Signed: | Date: |