**Team Support Assistant- Children we Care For**

**Salary:** £25,992 per annum rising to £28,163 pro rata per annum

**Work location:** The successful candidate will be able to work in an agile manner with the requirement to attend an office 1 day a week. The location of our office is based in Banbury.

**Working Pattern:** 18.5 Hours, Wednesday – Friday

**Annual leave allowance:** 25 days, pro-rata, per annum

**Pension:** You will also have access to a Local Government Pension Scheme with employer contributions.

**Contract type:** Permanent

**Vetting requirements**: This role is subject to an Enhanced Criminal Records Check

**Closing date:** Sunday 20th April 2025

**ICT Assessments:** Monday 28th April 2025

**Interviews:** 8th May, 9th May or 13th May 2025

Do you want a rewarding role where you will make a difference? Our business support team is the vital engine of Children’s Social Care. Working together with our dedicated social work teams, we provide essential support for children & families in our community who are under the care of the Local Authority.

We are looking for people who wants to work in a challenging environment where no two days are the same. If this sounds like you, we have opportunities for you to join our committed team of administrators.

**About the role**

We are looking for a Team Support Assistant to provide administrative support to our Children we Care For Team.

Team Support Assistants are crucial in supporting our Social Workers and Team Managers to work effectively to deliver outstanding services to local children and families in your community.

Team Support Assistants will support our social workers directly, building excellent working relationships with professionals and members of the public and providing efficient and first-class customer service. Strong IT skills and excellence in customer care essential.

You will be answering telephone calls, diary management, supporting financial processes, team inbox management.

You will be a person who can build excellent working relationships with professionals and members of the public. You will be a highly organised individual, with good IT skills and will be able to provide efficient first-class customer service to all users of the Service.

We have a dedicated training and induction plan for all new starters where we will develop your knowledge, skills and expertise in business administration in order for you to be successful in your role.

Our Organisation is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. As a Disability Confident employer, we guarantee an interview for disabled applicants who meet the essential criteria for the job. We also guarantee interviews to care leavers who have completed further education and who meet the essential criteria for the job. For those leaving care without any further education we guarantee an interview for our apprenticeships.

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**For further information or an informal discussion please contact**

Keira Morton email [keira.morton2@oxfordshire.gov.uk](mailto:keira.morton2@oxfordshire.gov.uk).

**The recruitment process is held in two parts; there will be an ICT assessment and an interview following successful outcome of your ICT Assessment.**