**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | HAF (Holiday Activities and Food) Administrator |
| Salary: | £26,824 - £29,064 |
| Grade: | 6 |
| Hours: | 37 per week  |
| Team: | Holiday Activities and Food  |
| Service Area: | Children’s services  |
| Primary Location: | Hybrid working – 2 days in County Hall a week |
| Budget responsibility: | No |
| Responsible to: | TBC  |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| This post will support the delivery of the Holiday Activity and Food (HAF) Programme through:* Supporting external organisations in uploading their Easter, Summer and Winter activities to the centralised booking system.
* Assisting families with phone and email queries to ensure they can access holiday provision.
* Aiding the HAF Co-ordinator in organising provider meetings.
* Collating and processing information to help procurement decisions.
* Extracting and processing data to prepare it for DfE reporting.
* Checking eligibility and monitoring bookings prior to and during delivery.
* Communications and marketing support: The HAF Administrator will work with the HAF Coordinator to help design a communication plan for the HAF programme, including via social media.
* Assisting with purchasing.
* Build and reinforce relationships: Together with the HAF Coordinator, this role develops professional and trusting relationships with key existing and potential stakeholders. This might include liaising with HAF providers, liaising with parents and carers, and engaging with stakeholders; all in the spirit of developing stronger partnerships and collaboration in Oxfordshire.
* Manage feedback and reporting processes of providers and parents: The HAF Administrator will also support the creation and collation of provider, parent, and children feedback surveys. The HAF Administrator will also support data collection and evaluation reporting for the programme
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## Job Responsibilities

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| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.* Respond to enquiries from parents, checking eligibility and supporting with bookings when necessary.
* Escalate any issues from parents and providers as required.
* Ensure activity providers upload provision accurately and check quality of listings, so that eligible families can book onto activities.
* Check bookings prior and during delivery on both an individual provider and programme wide level to ensure that eligibility is met and that families do not access more than their entitlement.
* Upload and monitor OCC delivered activities to the booking system.
* Extract data following delivery, combine it with other data sets and process it so that it meets DfE reporting requirements.
* Help with the administration of provider meetings, supporting the HAF co-ordinator to ensure the invite list, resources and venue are in place.
* Assist in identifying resources that can help further improve the programme.
* Process data from funding applications so that the data is collated and ready for reviewing in advance of funding allocation.
* Help support the HAF Co-ordinator in creating communications for families and wider stakeholders including schools and community-based organisations.
* Help analyse data following delivery to support in identifying areas of improvement and gaps in provision.

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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| --- | --- |
| Essential Criteria | Assessed By: |
| * Min level 3 academic qualification, able to analyse and interpret data.
 | A, I, D |
| * Able to communicate efficiently with external partners, schools and families and have excellent communication skills-both written and verbal.
 | A, I |
| * Experience of working with wider teams and stakeholders
 | A, I |
| * Experience of linking to social care data.
 | A/I |
| * Knowledge of how positive activities impact on children/young people
 | A, I |
| **Desirable Criteria** | Assessed By: |
| * Knowledge of Oxfordshire’s offer of positive activities
 | I |
| * Level 3 data qualification.
 | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [x]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.