



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: ADMINISTRATOR (SAFE AT HOME)
BASED: PARK TOWN CENTRE, BAILEY STREET, LUTON
DEPARTMENT: BUSINESS DEVELOPMENT
RESPONSIBLE TO: CHILD INJURY PREVENTION OFFICER
RESPONSIBLE FOR: N/A

JOB PURPOSE: To provide administrative functions to support the Safe at Home Scheme. The role will provide the first contact for Safe at Home for the booking of home safety assessments and equipment fittings, creating and maintaining the Safe at Home scheme database and the collation of data for reports. The role will involve working closely with a range of partners including Bedfordshire Fire Service to help support the co-ordination of the Safe at Home Scheme. The post will also provide some support to the Flying Start office.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. Provide Safe at Home service users and partner agencies with high quality telephone calls and emails.
2. Maintain high quality systems which meet the identified needs, including sending joining instructions and reminders to parents.
3. Support the wider administration of the Safe at Home Scheme, including collation of information for funders and signpost effectively to other organisations as appropriate.
4. Provide accurate information/data input into the programme booking spreadsheets and IT systems including the Safe at Home database and Inform.

5. Create bookings for Safe at Home safety assessments and equipment fits working with the Bedfordshire Fire Service Fitter, including some diary management.
6. Support the administration tasks for Safe at Home and Tubes of Life as required working closely with the Child Injury Prevention Officer. This may include; issuing joining instructions, booking rooms, ordering any equipment required and some attendance at training courses to set up and sign professionals in if face to face.
7. Provide administrative support for hosting training and workshops on virtual platforms.
8. Provide high quality social media posts and publicity for Safe at Home and occasionally Flying Start, working with the team.
9. Assist with the production of publicity materials, training workshop information and updates to the Safe at Home website.
10. Collect and collate evaluation data from courses, workshops and programmes and provide reports as requested in a timely manner.
11. Support parents who may request information/bookings at the Flying Start office.
12. Attend events as required.
13. Some evening or weekend work may be required.
14. Undertake training relevant to the post.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. GCSE Maths and English at Grade C or equivalent.
2. Demonstrable experience of working in a busy public facing office environment with competing priorities.

3. Excellent interpersonal and communication skills with ability to engage and communicate in a variety of ways build professional relationships with people from a wide range of backgrounds.
4. The ability to communicate effectively orally and in writing with the ability to engage and communicate in a variety of ways and with people at all levels adopting appropriate methods of communication.
5. Confident using IT applications including Microsoft Office (Word, Excel, PowerPoint etc), Outlook – Teams / Zoom.
6. Demonstrable organisational and time management skills in order to meet deadlines and targets.
7. Ability to work within a team and to take into account the needs and perspectives of others.
8. Knowledge of safeguarding responsibilities and a commitment to attend relevant training.
9. The ability to work under direction and using own initiative and awareness of own limitations.
10. Awareness of the importance of monitoring and evaluation of programmes and data collection and analysis.
11. Commitment to achieving inclusion and equality in the workforce and service delivery.
12. Ability to be flexible and open with a supportive manner.
13. Able to travel as required.
14. Able to work flexibly, when required, including occasional evening and weekend work
15. Commitment to Early Years Alliance and the Flying Start/Luton Family Hubs aims and strategic objectives

Desirable Criteria:

1. Confident in using social media platforms and experience using these for work projects.
 2. Working knowledge of the Safe at Home Scheme and Flying Start.
 3. Working knowledge of Early Years Alliance.
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TERMS & CONDITIONS:

Grade: 3A

Salary: £14,323 per annum

Hours: 21 hours per week 52 weeks of the year

Fixed term to 31st March 2026 (possibility of extension)

Annual Leave: 25 days plus 8 Bank Holidays

This post is not exempt from the Rehabilitation of Offenders Act (1974) and does not require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: