**Administrator**

**Salary £28,288 per annum**

## Job Description

## A little bit about us….

Garvald West Linton provides residential care, creative work opportunities and Day Services for adults with learning disabilities. The residents and staff together make up a community of approximately 130 people. There are five residential houses. On average, there are seven residents in each house with one House Manager, one Deputy House Manager and a group of care staff including night duty staff, spread across five residential care homes and our Workshops.

## Our Ethos

Life and work takes a social pedagogical approach to supporting people with a Learning Disability. Through working with these principles, Garvald aims to meet the physical, emotional and spiritual needs of the individuals who live here. The days at Garvald are well structured with each resident having a day programme of workshop activities, different therapies, leisure activities and further education. At the weekends, there are cultural events. Christian and national festivals are celebrated during the year and form the daily, weekly, and annual rhythm of life at Garvald. Garvald supports residents to engage and participate in activities in the wider community out with Garvald.

## Main Purpose of Role

The Administrator oversees HR admin, including recruitment of staff, maintaining/updating staff records, monthly payroll, setting up and providing staff with access to internal systems and email. Minute Board Meeting, Grievance Meetings and Disciplinary Meetings. Ensuring safe recruitment practices are adhered to following Home Office, Care Inspectorate, Disclosure Scotland and SSSC guidelines. Issuing contracts/offer letters. Assisting Managers to manage absence. Provide administration support to CEO, Residential Manager, Day Services Manager, House Managers and Deputies.

## Key Priorities

## To oversee all HR Administration.

* Process payroll.
* Provide administration support/assistance to CEO and Managers.

## Tasks

* Update and maintain staff list, relief list, GEMS (Garvald Electronic Management System) and payroll spreadsheets with new starts, leavers, changes of contract and unpaid leave ensuring accuracy and deadlines met for payroll.
* Ensure employee records are accurate, stored securely and up to date.
* Assisting House Managers to manage absence. Ensure payroll is notified when employee exhausts company sick pay.
* Ensure staff are registered with SSSC within the six-month period from start date. Alert staff when registration renewal and annual fees due.
* Provide Managers with a weekly update regarding staffing/recruitment at weekly Management Meeting. Alert Managers when probationary deadline due. Action tasks generated from meeting.
* Ensures offer letters, contracts, correspondence confirming any changes to contract, unpaid leave and any other correspondence to staff are issued in a timely manner.
* Produce and distribute monthly payroll templates to Managers, ensuring up to date and accurate. Send timely reminders to Managers as cut-off payroll dates change monthly.
* Process payroll ensuring all required paperwork in place. Pay close attention to detail and process to deadlines. Carry out double checks.
* Check and verify ID of potential staff for processing of PVG via Disclosure Scotland.
* Check and verify ID of existing staff for PVG renewal.
* Perform audits of GEMS, staff list, payroll and relief list spreadsheets.
* Minute Board Meeting and circulate minutes to Board Members once Chair approves.
* Produce HR reports for Board Meeting.

**Tasks (Cont’d)**

* Minute Disciplinary and Grievance Meetings. Circulate once approved by investigator.
* Provide administration support to CEO and Management Team.
* Administration of Garvald West Linton website.
* Administration of Social Media.
* Attend Recruitment Fairs.
* Advertise vacancies.
* Assist/take part at Fairs/Open Days/Festivals.
* All other general administration/clerical duties.
* Liaise with external HR support/guidance.
* Assist staff with general queries.
* Telephone/reception cover.

**Qualifications**

* A qualification in business administration would be useful, although not essential.

## Knowledge and Experience

* Relevant administration experience within a care sector setting is desirable.
* Sole charge of office administration experience very desirable.
* Knowledge and experience of working with HR is desirable.
* Experience of working with more than one Manager.

## Skills, Abilities and Personal Attributes.

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* Comfortable working within a Health and Social Care setting, based on social therapy.
* Highly computer literate with knowledge of MS Office packages, email and internet use.
* Excellent organisational skills with a good eye for detail.
* Flexibility – requirement to turn hand to all administrative tasks.
* Good interpersonal and communication (written and verbal) skills – able to form effective working relationships with colleagues at all levels.
* The Administrator has access to sensitive personal information, in particular in relation to her/his work with CEO and Managers – integrity and trust are therefore an integral part of the role.
* Must be able to work under pressure and meet deadlines.
* Integrity and approachability.

This position involves working with vulnerable adults and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, disclosure of criminal convictions is requested from all applicants, and if successful in your application, this will be followed up by application for registration to the Protection of Vulnerable Adults Group. All applicants can be assured that the information will be dealt with confidentially and will not be used to discriminate against them unfairly.