

## **Assessment Administrator**

### **Person Specification and Job Description**

<b>Title</b>	<b>Intercountry Assessment Administrator (full time)</b>
<b>Location</b>	<b>North London; High Barnet</b>
<b>Department</b>	<b>Intercountry Assessment</b>
<b>Reports to</b>	<b>Adoption Manager</b>

#### **PERSON SPECIFICATION:**

##### **Minimum requirements**

- Previous experience as an administrator
- Experience of working within strict codes of confidentiality
- Computer literacy and keyboard skills with advanced ability in Microsoft Office
- Have excellent written and oral communication skills
- Must work with an eye to detail and take pride in achieving work of the highest quality
- Confident telephone manner
- Customer service skills
- An ability to multi-task and manage competing priorities
- Problem-solving skills
- Is organised and effective and able to work in a creative, flexible and efficient manner
- Comfortable at the prospect of working in a small, busy and growing agency
- Interest and commitment to intercountry adoption as an option for children for whom in country alternatives are not available

## **JOB DESCRIPTION:**

### **Essential Job Functions, as required**

- Deal with all initial assessment enquiries from prospective adoptive parents (PAPs)
- Deal with enquiries on a daily basis about ongoing assessments, answering telephone, email and face-to-face queries
- Arrange initial interviews for prospective adopters
- Identify the full list of required statutory checks and pursue these along with personal references and medicals and liaise as necessary to ensure their timely return
- Process DBS checks for PAPs, ensuring these are completed correctly and to Agency standards
- Process invoices for applicants and assist with the finance auditing of transactions as required
- Maintain relevant case records on a web-based case recording system and run management reports as and when required
- Maintain case and information filing systems on computer and required hard copy documents related to assessments, ensuring all files are complete at the time of handover
- Prepare full sets of panel papers, including review of the final prospective adopter's report to ensure its completeness and accuracy
- Prepare assessment documents required for later submission to the Department for Education
- Support other members of the administrative team, for example coordinating handing over of cases to the post-approval team, and exchanging best practices
- Provide administrative support to other and senior IAC staff and freelance assessors on case-related enquiries
- Prepare and maintain required templates and forms, carrying out reviews of these and ensuring these are current and consistent with other documents across the agency

**OTHER INFORMATION:**

IAC is also required to obtain an enhanced Disclosure and Barring Service check in respect of this post holder.

IAC is an equal opportunities employer and operates to a policy statement on the Recruitment of Ex-Offenders.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.