



VACANCY AT THE SPRINGFIELD PROJECT

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## **Senior Admin Officer**

Salary £24821 pro rata

25 hours per week (Monday - Friday)

Vacancy listed 16/12/2019

Application deadline 10/01/2020

### **Details**

To be responsible for carrying out general office and administrative duties to enable the smooth running of The Hall Green District Children's Centre Function. This will include line managing receptionists at all district sites. To provide such administrative support to sub project leaders and members of the management team. Proven experience of IT systems and the use of information as a management tool is essential along with excellent organisational skills, ability to prioritise workloads and Level 4 or equivalent qualification in Business Administration

Further details and an application form available via the website  
[www.springfieldproject.org.uk](http://www.springfieldproject.org.uk)

All members of staff employed by the Springfield Project have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

It is a condition of employment that the successful candidate obtains a satisfactory DBS Disclosure.

Closing date: 10th January 2020 at 12 noon.

### **Benefits**

Royal London Pension Scheme  
Employee Assistance Programme  
Generous annual leave entitlement  
Birmingham Hospital Saturday Fund  
Discounted travel scheme  
Bike to work scheme  
Access to confidential Counselling  
Credit Union

A great place to work!

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