Assistant DBS Administrator - Job Description

**Job Title: Assistant Administrator for the Diocese of Leeds Safeguarding Office**

**Based at: Diocese of Leeds, Hinsley Hall, 62 Headingley Lane, Leeds, LS6 2BX**

**Reporting to: Safeguarding Coordinator**

**Employer: Diocese of Leeds Trustee**

**Salary: £17, 500 pro rata**

**Hours: 18 hours per week**

**Annual Leave: 25 days per year pro rata plus public holidays**

**Outline of the Role:** To provide effective and efficient processing of DBS Applications.

**Key Tasks**

1. Process Disclosure and Barring Service Disclosure Applications.

2. Answer, screen and transfer inbound phone calls.

3. Open, sort and distribute incoming correspondence.

4. Receive and direct visitors and clients.

5. Maintain electronic and hard copy filing system.

6. Carry out general clerical duties including photocopying and mailing and other related duties.

7. Maintain the highest standards of confidentiality appropriate to the sensitive nature of Safeguarding.

**General Working Conditions:**

1. The job description will be subject to review and may be amended to meet changing needs or circumstances.
2. The post is for 18 hours per week, and occasional weekend and/or evening working may be required.

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| **Attitude/Approach** | | |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Can cope with challenging material e.g. information about the abuse of children and vulnerable adults, and recognise own limits |  | Application form  Interview |
| Is willing to receive supervision and undergo training and development as necessary |  | Application form |
| Understands the importance of respect for others, equality and respect for diversity |  | Interview |
| Is sympathetic to the teaching and practice of the Catholic Church and will uphold the values and principles of safeguarding within the Catholic Church in England and Wales |  | Application form  Interview |
| **Knowledge** | | |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Educated to GCSE Standard with passes at Grade A-C in at least 6 subjects including Maths and English | Educated to A’ Level standard or equivalent | Examination Certificates |
| Is proficient in the use of Microsoft Office applications including Outlook, Word and Excel (as a database) | Experience of supporting others to utilise IT systems | Application form  Practical test |
| Can operate office equipment including computer, scanner and photocopier |  | Application form |
| Can carry out clerical and administrative procedures and systems such as filing and record keeping |  | Application form |
| **Information Sharing** | | |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Understands the need to adhere to all aspects of the Data Protection Act 2018 and General Data Protection Regulations 2018 |  | Interview |
| Can maintain confidentiality |  | Interview |

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| **Skills** | | |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Has clear and concise written and verbal communication skills |  | Application form  Interview |
| Has the ability to plan and prioritise work, and work on own initiative without direct supervision |  | Interview |
|  | Has a commitment to lifelong learning | Application form |
| **Physical** | | |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Is able to perform all duties and responsibilities in the work location, with reasonable adjustments if necessary (Disability Discrimination Act 1995) |  | Application form  Interview |

**Post applied for: Assistant DBS Administrator**

1. **Personal Information**

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| --- | --- | --- | --- |
| Surname: |  | Forename: |  |
| Address (for correspondence): |  | | |
| Telephone: |  | Email: |  |

1. **Most recent employment**

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| --- | --- | --- | --- |
| Employer: |  | Job title: |  |
| Date of appointment: |  | Date of termination: |  |
| Current Salary: |  | Notice period: |  |
| Please describe the main duties and responsibilities of your current / most recent post: | | | |
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1. **Employment history** (Please give full details of **ALL** previous employment and explain any gaps)

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| --- | --- | --- | --- | --- | --- |
| Name of Employer | Job Title | Main duties | From (Month/Year) | To  (Month/Year) | Reason for leaving |
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1. **Education and professional qualifications**

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| School/College/University | From (Month/Year) | To (Month/Year) | Qualification: Date of Award: |
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1. **Statement in support of application (maximum 1000 words)**

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1. **References**

Please give the names and addresses of 3 people we may approach for a reference, who can comment on your suitability for this position. One referee must be your present or most recent employer.

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| **Present/Most recent employer** | | | | |
| Name: |  | | Job title: |  |
| Address:  Postcode: |  | | | |
|  | | Telephone: |  |
| Email: |  | | | |
| Permission to contact the referee prior to interview | | YES/NO | | |

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| **Second Referee** | | | | |
| Name: |  | | Job title: |  |
| Address:  Postcode: |  | | | |
|  | | Telephone: |  |
| Email: |  | | | |
| Permission to contact the referee prior to interview | | YES/NO | | |

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| --- | --- | --- | --- | --- |
| **Third Referee** | | | | |
| Name: |  | | Job title: |  |
| Address:  Postcode: |  | | | |
|  | | Telephone: |  |
| Email: |  | | | |
| Permission to contact the referee prior to interview | | YES/NO | | |

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| **Data Protection**  Information given in this application will be controlled under the General Data Protection Regulation and will be used for the purposes of recruitment within the Leeds Diocesan Trust. Should your application be successful, the information will then be used for your personnel records and for payroll purposes. The information provided will be processed both manually and automatically for these purposes. Details of our privacy notice is available at <https://www.dioceseofleeds.org.uk/privacy-notice/>  If you object to your details being retained in this way please tick the box  **Eligibility to Work in the UK**  Evidence will be required for eligibility to work in UK  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf>,  **Recruitment of Ex-Offenders**  Information regarding the recruitment of offenders  <https://www.csas.uk.net/wp/wp-content/uploads/2018/05/Policy-statement-on-the-recruitment-of-ex-offenders.pdf> |

**Declaration**

If you omit information we have requested, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application, could lead to disciplinary or in some cases, legal action against you.

I declare that the information contained in this form is true and accurate, and understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice. I understand too, that where appropriate to the post a Standard or Enhanced Disclosure check will be sought in the event of my application being successful.

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| Signature: | Date: |

Closing date 16 May 2019

Please return form to:

Suzanne Mitchell

Safeguarding Coordinator

Safeguarding Office

Hinsley Hall

62 Headingley Lane

Leeds

LS6 2BX