



ADOPTION SERVICES ST HELENS

Nugent Care Adoption Services provide domestic and Inter-country Adoption services in the North West of England as well as a number of other commissioned social work services.

Due to the retirement of the current post holder we are currently recruiting for:

ADMINISTRATIVE SUPERVISOR

Ref: 025/AD

£17,161 - £19,126 per annum

37 hours per week

You will be expected to work with a high level of confidentiality and you will have relevant experience in supervising administrative staff, a good working knowledge of Microsoft Office programmes, experience in finance (invoicing, petty cash etc), experience in making travel arrangements, minuting and report writing skills and ideally experience in administering Adoption Panels

The majority of the work is within office hours (8.30am – 4.30pm) with the occasional need for some evening or weekend work.

All posts are subject to Criminal Records Bureau clearance.

To request an application pack please telephone our 24 hour recruitment line on 0151 261 2040, email personnel@nugentcare.org or visit www.nugentcare.org to download details

Closing date for completed applications: Monday 20th June 2011



An Equal Opportunities Employer



www.nugentcare.org