

Job Title:	Administrator	
Service:	Healthy Futures	
Reports To:	Service Manager/ Team Leader	

Service Overview:

The Healthy Futures Team is a dedicated group of practitioners committed to improving the health and wellbeing of children, young people, and families across Warwickshire. We work with schools, parents, and community partners to share positive health messages that inspire healthy choices and lasting habits. Our aim is to engage, educate, and empower children, young people, and their families to make informed decisions that enhance their overall wellbeing.

Our work with primary school aged children includes a range of classroom sessions, group activities, and assemblies on topics such as oral health, friendships, and healthy eating. These sessions are designed to be fun, interactive, and inclusive, helping children to explore healthy lifestyles in ways that are meaningful to them.

The team also delivers the annual National Child Measurement Programme (NCMP), measuring the height and weight of Reception and Year 6 pupils, and supports the completion of the online Health Needs Assessment (HNA). Together, these activities help identify local health trends and ensure that support and resources are directed where they are most needed.

In secondary schools, the team contributes to Health and Wellbeing Roadshows, engaging older students in conversations and activities that promote physical and emotional health. The team provides workshops for teaching staff on contemporary issues affecting young people's relationships and sexual health, supporting schools to deliver confident, accurate, and age-appropriate education.

We also deliver a range of parent workshops that focus on practical strategies to support children's health, behaviour, and emotional wellbeing. These sessions strengthen partnerships between families, schools, and services, ensuring consistent messages and shared understanding.

In addition, we work alongside schools to develop Peer Champion Ambassador programmes, empowering pupils to play an active role in shaping their school's PSHE and RSHE offer. These ambassadors help make learning about health and wellbeing more relatable, engaging, and relevant to their peers.

Through all aspects of our work, we are committed to collaboration, inclusion, and ensuring every child and young person has the skills and knowledge to thrive.

Service Structure:

The Healthy Futures Team includes a Service Manager, Team Leader, Engagement and Participation Lead, and a group of skilled Health Promotion Practitioners who deliver public health and wellbeing activities across Warwickshire.

Administrative support is provided through close collaboration with the Warwickshire Child and Family Wellbeing Service (WCFWS). WCFWS delivers the Healthy Child Programme for children and young people aged 0–19 years (and up to 25 for those with special educational needs or disabilities), and the Healthy Futures Team works as a key partner within this wider service.

Our team works flexibly across the county, primarily working from home which allows for greater focus, autonomy, and work–life balance. This approach enables us to remain highly responsive and efficient while maintaining strong connections with schools and families across Warwickshire.

Job Purpose:

The Administrator will be an active member of the team working with others to deliver positive outcomes for children, young people and their families. They will provide vital support to the team. They will be led by the Team Leader, who co-ordinates the work streams and delegate tasks and responsibilities.

They will provide a professional administrative support to enable the efficient and effective delivery of services. Discretion and confidentiality must be maintained at all times.

Key Duties and Responsibilities:

1. Service Delivery

- 1.1 Using electronic information systems accurately store, retrieve and archive information following agreed procedures in the agreed format and within agreed timescales including the administration of service referrals.
- 1.2 Participate in and contribute to group team/clinical review meetings to keep up to date with organisation information including the production of activity reports and minutes of meeting.
- 1.3 Assist with the co-ordination, scheduling and delivery of National Child Measurement Programme and Health Needs Assessments including data inputting and correspondence.
- 1.4 Contribute to the dissemination of public health information/initiatives as part of a whole team approach, using a variety of methods e.g. compass website and social media accounts.
- 1.5 Maintain and develop locally agreed documentation, administrative systems and procedures.
- 1.6 Respond to email queries and filter through to the appropriate team member.
- 1.7 Be the first point of contact to respond to general enquiries from a range of service users and stakeholders.
- 1.8 Ensure all communications are received and dealt with in a courteous, diplomatic and professional manner.

- 1.9 Ensure internal and external communications are distributed appropriately and dealt with in a timely manner as per local operating procedure.

2. Developing Effective Relationships

- 2.1 Be an active member of the team and reflect Compass' values.
- 2.2 Actively work towards developing and sustaining effective working relationships with partner agencies in accordance with Joint Working Agreements/Service Level Agreements.
- 2.3 Build strong links with key departments within Compass and develop key relationships with colleagues in other services.

3. Managing Self

- 3.1 Prioritise own workload within agreed objectives using your own initiative
- 3.2 Take responsibility for own learning and professional development in line with Compass' Learning and Development framework
- 3.3 Promotes equal opportunity and diversity within Compass
- 3.4 Ensure that confidentiality is upheld at all times in line with Compass policy
- 3.5 Ensure safeguarding responsibilities are delivered in line with role and competency level.
- 3.6 Works in accordance with Caldicott principles and Data Protection principles and adheres to all relevant Compass policies, procedures and guidelines
- 3.7 Maintain accurate records in line with the Compass policies and procedures

In addition to these functions the post holder is expected to:

Carry out other duties as may be reasonably expected in accordance with the responsibilities/competency level of the post.

Key Working Relationships:

The post holder will support the Healthy Futures team to contribute to the building of effective sustainable operational partnerships with key stakeholders. Whilst not an exhaustive, list key relationships include:

- School Health Team
- Members of the public including children, young people and parents/carers
- Stakeholders such as schools

- Other priority partner agencies

Financial Responsibilities:

N/A

People Responsibilities:

N/A



Services to improve health and wellbeing

PERSON SPECIFICATION – Administrator

Attributes	Requirements	Essential/Desirable (E/D)	Identified By
QUALIFICATIONS	<ul style="list-style-type: none"> • Competent in the use of the Microsoft suite of programmes • 5+ Level 2 qualifications A*-C including English and Maths • NVQ Level 2 or equivalent experience 	E D D	Application form Certificates
EXPERIENCE	<ul style="list-style-type: none"> • Working in a customer service environment • Minimum of 1 year’s experience of administration and data inputting • Direct experience of dealing with the public 	E E D	Application form Interview
SKILLS & APPTITUDES	<ul style="list-style-type: none"> • Able to organise workload and demonstrate time management skills • Work under pressure and able to manage changing priorities • IT skills • Attention to detail and accuracy • Ability to show empathy • Good communication and interpersonal skills • Able to work as part of a team and willing to help and assist • Able to develop, establish and maintain positive relationships with others both internal and external • Positive attitude; flexible and adaptable; solution focused; and tenacious • Be flexible and adaptable to meet business need • Has a strong degree of personal integrity. 	E E E E E E E E E	Application form Interview