

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

Home-Start Horizons  
**Administrator**



**Job Description**

**Job Title:** Home-Start Administrator

**Employer:** Home-Start Horizons, 3 Oswin Road, Leicester. LE3 1HR

**Location:** Office and home-based, hybrid working model

**Hours of work:** 16 hours per week

**Salary:** NJC pay scale 4 (£26,403 - £28,142 full time). £11,418 - £12,170 pro rata

**Responsible to:** Senior Management Team

**Purposes of the job**

- To contribute to the effective day to day operation of the scheme in accordance with the Home-Start Memorandum & Articles of Association, Home-Start, Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- To maintain high standards of practice in supporting families within the Home-Start model.
- To ensure equality of opportunity, fairness and diversity in all aspects of the scheme's work.
- Implement good safeguarding practice in all areas of work.

**Main Responsibilities**

- To provide administrative support to the employees of the scheme, and Board of Trustees as appropriate and agreed.
- Manage Policy review scheduling.
- Assisting the co-ordinator(s) to maintain efficient, accurate and confidential records.
- Data entry on CRM system, producing reports, managing cloud-based filing system.
- To support with updating website, social media and marketing.
- Taking and distributing minutes of Board of Trustee meetings and staff team meetings
- Support with volunteer enquiries and recruitment process.
- Maintaining supplies of stationery and office sundries.
- Ensuring appropriate liaison with referrers and other professionals.

The successful candidate will have:

- Experience of office administration systems.
- Knowledge of Microsoft office package.
- An interest in the needs and support of children and families.

Desirable skills:

- Basic book-keeping knowledge.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

For an application pack email [info@homestarhorizons.org.uk](mailto:info@homestarhorizons.org.uk) or telephone 0116 2795062 / 07493149119

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**CVs will not be considered.**

**Closing date: 26/06/25**

**Interview:**

Home-Start Horizons is committed to equality and diversity and to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults. The successful applicant will need to provide two references and satisfactory DBS clearance.