

Children's Social Work Service

Residential Services



Business Administration Service – core business

This document shows a list of our current core business tasks that the administration teams support, however, if there are other administration tasks that require support that are not listed, please contact your Administration Supervisors.

Agency Staff	Collate hours worked for agency staff for the previous week from each residential home.
CF50/A	Copying CF50 information from word doc into Insite portal
Daily Logs	Copying details from child daily logs into Mosaic workflow on behalf of agency workers.
Leeds United Tickets	Circulate offer of tickets to Leeds United home games. Monitor who has received them to ensure the allocation is fair. Decide who to allocate to. Distribute tickets
New starter set up	Submit New Starter Setup form via MyIT for successful candidates.
Note Taking	Take notes for local management meetings as required.
Petty Cash	Reconciliation of petty cash for homes and inputting to FMS system
Placement letters	Generate and send respite placement offers to Rainbow House every 3/6 months.
Recruitment/Recruitment Fair	Support recruitment of residential workers. Meet and greet, copy ID. Send email to candidates Re recruitment
Scanning	Scanning of staff files, training certificates as and when required
Young Person Occupancy	Monitoring of weekly occupancy at each home and updating any changes on spreadsheet.