



ASHLEY MANOR  
PREPARATORY SCHOOL

### Job Description

Our whole School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title:</b>	Nursery Administrator
<b>Hours of work:</b>	Full time 40 hours per week, All Year Round
<b>Remuneration:</b>	Based on experience and skillsets
<b>Responsible to:</b>	Nursery Manager
<b>Start Date:</b>	September 2024
<b>Main Purpose of the Role</b>	<ul style="list-style-type: none"><li>• To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the nursery, including management of diary, correspondence, record keeping, minute taking and organising meetings plus nursery events</li><li>• To be responsible for all confidential secretarial, administration and clerical duties required by nursery staff including SLT</li><li>• To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service</li><li>• Work as part of the Administration Team and provide Reception cover</li><li>• Full aspects of office administration with finance, admissions duties</li></ul>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• To deal with parents, staff, pupils and visitors in person, by email and manage written correspondence as directed by the Nursery Manager and to treat such matters with confidentiality and sensitivity.</li><li>• Provide high quality administration to ensure the smooth running of the office.</li><li>• Answer both internal and external telephone calls and deal with the queries.</li><li>• Greeting all parents/carers and visitors with professionalism and comply with safeguarding processes.</li><li>• Collating billing information for finance department to include EYFS submission returns to the Local Authority and for billing purposes.</li><li>• Collating and issuing the termly invoicing for fees</li><li>• Collating weekly, monthly, termly figures or on an ad hoc basis as required.</li><li>• Responsible for overseeing the purchase order process including ordering stock, raising purchase orders, processing invoices, ensuring timely payment and updating reports where required to meet Nursery Manager Office deadlines.</li><li>• Collation of monthly payroll documents such as overtime and expenses sheets for submission to finance staff for processing.</li><li>• Petty Cash/Parent Money control and reconciliation.</li></ul>

- Using Microsoft packages particularly Word, Excel and Outlook to help support the nursery .
- Booking of staff training courses, nursery trips, parents' evenings.
- To reconcile the nursery account daily using Xero accounting software.
- To maintain and populate the SCR, in collaboration with the SLT and Nursery Manager Office.
- Maintaining pupil and staff files.
- To have a passion for marketing and recruitment
- To assist in setting specific marketing goals for the nursery and wider team.
- To design and implement marketing strategies aligned with business targets.
- To help to develop digital campaigns to increase web traffic and assist in forecasting market trends.
- To research market to identify new opportunities.
- To conduct tours and visits of the nursery site with the SLT

#### **Other General Responsibilities**

- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Liaise with whole nursery staff to order nursery supplies as necessary.
- To act as point of contact for visitors to the nursery ensuring all visitors sign in and out of the building and wear their 'Visitor' badge at all times.
- Filing and archiving as required
- Answer incoming calls and ensure they are referred to staff as appropriate.
- Operate as a flexible member of the non-teaching staff, providing administrative support as necessary to facilitate a 'One Team' approach
- To operate office equipment e.g. computers, copiers and phones
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports.
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person and keeping these up to date
- Provide a high standard of customer care to all users of the nursery.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the nursery.
- To attend and assist with open days and nursery events as required.
- Fully and positively participate in the nursery's appraisal system in order to develop and enhance personal and nursery performance.
- To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the nursery.
- To attend and participate in meetings as required.
- To participate in training and other learning activities
- Take minutes of Health & Safety Committee meetings
- Undertake Safer Recruitment Training

**The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added.**

<b>Professional Standards &amp; Development</b>	All members of staff are expected to show evidence of a continuing interest in professional and personal development and to consider the needs of the nursery and its development plans when planning Continuing Professional Development.  The Nursery supports staff with a wide range of internal and external inset opportunities, including internally delivered teaching and learning sessions.		
<b>Person Specification</b> The Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	A Levels or equivalent	Bachelor’s degree	Production of the Applicant’s certificates
<b>Experience:</b>	Proven administrative and organisational skills with ability to prioritise, manage and complete a variety of tasks in periods of high pressure  Well-developed written communication skills (the ability to write copy and draft letters) with high standards of literacy and numeracy together with excellent spelling, punctuation and grammar and letter writing skills  High level of personal and professional commitment.	Has worked within a nursery environment.  Has been a School Secretary previously.  Experience of using the iSams database Experience of using the Xero accounts package	CV  Interview  Professional references
<b>Skills:</b>	Experienced secretary/administrator / PA with excellent spoken and written English;  Able and confident in the use of Microsoft Office software, to include but not limited to Word, Excel and Outlook.  Good communication and inter-personal skills.  The capacity to remain calm under pressure.  Well organised with effective time management.  Maintain Discretion and confidentiality.		CV  Interview  Professional references

	<p>Flexible team member</p> <p>Pro-active and self-motivated with a high level of initiative.</p> <p>A willingness to learn and adapt and ready to embrace new change initiatives.</p> <p>Experience with social media marketing would be an advantage.</p> <p>Experience in a nursery would be an advantage.</p>		
<b>Knowledge:</b>	<p>Knowledge of effective administrative processes and systems.</p> <p>Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel and PowerPoint</p>	<p>Recent professional development.</p> <p>Understanding of Health and Safety requirements.</p> <p>Understanding of the importance and implementation of safeguarding procedures.</p> <p>Knowledge of Parent Mail and School Money desired but not essential as training may be provided</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities:</b>	<p>Professional and efficient.</p> <p>Honest and reliable and Hard working.</p> <p>Motivational and inspirational.</p> <p>Confidence, commitment, and integrity.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>