

## **Job Description**

### **Nursery and Pre-School Administrator**

Permanent, Part time, 52 weeks per year

**Hours:** 17.5 hrs per week, 0800 – 1130

**Department:** The Elms Junior School

#### **The main purpose of the Nursery and Pre-School Administrator will be:**

- To ensure the smooth running of the Nursery and Pre-school administration day to day
- To liaise with parents in matters relating to children attending the Nursery and Pre-school
- To support Nursery and Pre-school staff with administrative duties
- To ensure that the nursery office is welcoming and organised
- To be responsible for collating social media photographs and information for the Nursery and Pre-school to send to the Head of the Elms/Marketing

#### **The Nursery Administrator will have responsibility for:**

- Answering emails and entering communications onto ISAMs as appropriate.
- Answering parent queries or passing queries on to relevant staff.
- Check/amend bookings against registers and update Connect for Pre-school and Nursery.
- Manage/Contribute to the Nursery and Pre-school diary and oversee communications and e-mails for these areas.
- Update the PA to the Head and the HR Advisor with staff absence information.
- Collation of staff absence forms for all staff from Nursery and Pre-School.
- Maintain accurate pupil records within the ISAMS database and ensure all pupil records, information and documents are properly maintained, filed, kept up to date and transferred as appropriate.
- Answer all telephone calls via Nursery phone and log call details.
- Make calls to Nursery parents when asked to do so and log call details.
- Update the catering department with nursery requirements.
- Writing letters to parents when necessary.
- Print out registers for all rooms weekly and enter into iSams on a daily basis.
- Print out menus on a termly basis for Pre-school and Nursery.
- Create files for new starters and place details on to Connect for Nursery and Pre-school.
- To work with Admissions to facilitate recruitment events such as Open Days.
  - Monitoring/allocating children's places/bookings, to facilitate the efficient admission and transition.
- Arrange settling visits for new starters for Nursery and Pre-school in discussion with Nursery and Pre-School Leaders.

- To work with Admissions to support recruitment as required.
- Forwarding any relevant information onto the correct department (Admissions, billing, medical centre).
- Update the staff training schedule for Nursery and Pre-school.
- Ensure staff information is correct – Mini 'SCR'. For example, contact details, training, DBS expiry, qualifications.
- Undertake any general office duties as required (for example laminating, shredding, photocopying).
- Coordinate any orders required for Nursery and Pre-School, in liaison with Heads PA with regards to available budget and obtaining PO numbers. This is to include replacement equipment, staff uniforms, stationery and ad-hoc requirements.
- Oversea and coordinate the boxing up of documents for archive.
- Ensure Inspection paperwork is readily available and stored in the appropriate place.

This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably be requested.