



JOB DESCRIPTION

POST:	Administration Assistant – Highwood Nursery
POST NUMBER:	LOCA01
POSTHOLDER:	
WORKING HOURS:	37 hours per week for 52 weeks per year
GRADE:	Support Staff Payscale 2/3 Points 11-17
SALARY:	On a point within the range. Salaries are reviewed annually.
DATE:	TBC
PURPOSE OF THE POST:	To provide efficient and effective administrative support, including updating and maintaining data management systems, dealing with fees and invoicing, liaising with parents, staff and other professionals to support and promote the childcare services at Highwood Nursery.
RESPONSIBLE TO:	Childcare Manager

This post while primarily focussed on the provision of a wide range of administrative support services, will also include from time to time the opportunity to work directly with children aged 3 months – 5 years to support the staff team and maintain ratios.

Whilst this post will be based at Highwood Nursery, set in the heart of Brockenhurst village. The post holder will be required to liaise regularly with services provided within Brockenhurst College and through WESS.

The postholder's duties will include:

1. Ensuring and supporting the implementation of relevant regulations and criteria within the Early Years Foundation Stage (EYFS) Nursery policies, procedures, health and safety and relevant legislation at all times. Share in the responsibility for safeguarding and promoting the welfare of all children within the nursery, adhering to the College's Safeguarding and Whistleblowing policies.
2. Support the daily running of the nursery with general administrative and clerical duties such as: dealing with and responding to all correspondence appropriately; letters, emails, telephone calls etc. Compiling newsletters, filing, diary management, printing off and updating registration documents, minute taking, request and complete relevant ordering to ensure adequate stock maintenance of food provisions, first aid kits, brochures etc.
3. On occasions support and work within the staff team to provide childcare cover in various areas of the nursery to help maintain ratios and support the children's individual needs. Produce, create and display relevant materials that will compliment staffs work with parents and children, assisting in the provision of a high quality environment that meets the needs of individual children from differing cultures and religious backgrounds and stages of development.
4. Utilise and maintain the Nursery computer management systems to support daily and developing future operations within the nursery including; data inputting, invoicing, assisting

with booking and reservations, dealing with and inputting additional parental requests. Printing off daily records and reports as required such as: registers, meal numbers etc and utilising this information to support the weekly creation of staff rota's etc ensuring OFSTED requirements are maintained.

5. Deal with financial matters, which will include; providing up to date invoices, collecting and recording money transactions, including online payments, pursuing debt collection and liaison with outside financial agencies to support income payments etc. Regular liaison with the College's finance team including; banking, placing orders within financial regulations, provide monthly financial reports and produce requested data as required for statistical reports etc.
6. Liaise with other departments within the College and outside professionals to support the daily operations within the nursery such as: finance, human resources, site office, reprographics, student services, marketing teams etc. Hampshire County Council, Services for young children, HMRC, local children's centres and parental support advisors etc
7. Support the Nurseries fundraising activities by working with colleagues, parents, outside professionals and the local community to increase funding and promote positive relationships between the nursery, parents and the local community.
8. Ensure relevant marketing and promotional materials are maintained and kept up to date. Including the nursery website to ensure current and prospective parents are able to access relevant information. Source and display relevant notices, posters, handouts, promotional materials, that support positive parenting and opportunities for children to achieve the every child matters outcomes. (Being healthy, enjoy and achieve, making a positive contribution, achieve an economic wellbeing, and staying safe)

Other duties

1. Undertaking any other such duties, commensurate with the grade of post, which may be reasonably allocated.

The Postholder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify Personnel of any changes in personal details, eg a change of name or address, car registration number, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job.

Signature of postholder: _____ Date _____

PERSON SPECIFICATION

JOB TITLE: Admin Assistant – Highwood Nursery

POST NO: LOCA01

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	5 GCSEs or equivalent to include English and Maths at Grade C or above	Customer service qualifications First aid H&S Word-processing, spreadsheet and database qualifications at RSA II/IBT2 or equivalent
EXPERIENCE REQUIRED	Experienced in dealing with parents and young children Experience of working in an office environment as an admin assistant Some experience of money handling	Experience of bespoke management systems Marketing/promotional skills Knowledge of invoicing/receipting systems and requirements Experience of setting up systems and procedures using Microsoft Office
SPECIAL KNOWLEDGE OR TRAINING	Ability to use various Microsoft programs including simple spreadsheets, databases and desk top publishing	Awareness of various financial support available to parents such as childcare vouchers, child Tax credit, Early Years Education schemes
ABILITIES, SKILLS & PERSONAL QUALITIES	Good interpersonal skills Excellent communication skills including spoken and written English Good computer skills Ability to liaise with a variety of customers appropriately. Excellent numeracy skills Excellent administrative skills Ability to work under pressure Good organisational skills Able to use initiative and sound judgement Able to prioritise effectively	Customer Care qualification or willing to achieve this following appointment
RELATIONSHIPS	Ability to work well as part of a team Ability to work without supervision	
MOTIVATION	Dedication to the efficient running of the Nursery Interest in and commitment to offering high quality childcare to the local community Prepared to undertake any relevant training	
SPECIAL CIRCUMSTANCES	Interested in working in a childcare setting and interacting with children of all ages and their families/carers. Flexibility in relation to hours and duties including working outside of the nurseries operating hours. A willingness to support the staff team by working directly with children as and when required.	