

Nursery Administrator Job Description

School:	Alphington Primary School
Salary Grade:	C
Title:	Nursery Administrator
Reporting to:	Headteacher/Deputy Headteacher/Wraparound Manager

This post will be responsible for performing all administrative tasks for the onsite nursery

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third-party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Job purpose including main duties and responsibilities:

Manage Booking System:

- Prepare annual allocations spreadsheet showing sessions allocated to each child, total hours attended each term, funded hours to be claimed each term and chargeable hours each term. also shows spaces available for each session.
- Keep allocations spreadsheet updated through year
- When necessary, prepare waiting list and keep updated through year
- In spring term write to all existing parents and parents of children on waiting list with allocations slip to ask for sessions required in following year.
- Collate allocations slips, allocate sessions according to allocations policy
- Prepare and send out confirmation of preschool place forms to parents to confirm child's place at preschool for following year.
- Throughout year, answer queries from new parents about available places at preschool; allocate sessions where available and prepare confirmation of preschool place forms for new children
- Throughout year answer queries from existing parents about extra sessions, changes to sessions etc. update confirmation forms where necessary
- Send out application forms when requested; put completed forms in folder in date order.

Arbor

- Before start of each term add new children's data to Arbor
- Keep sessions, hours and funding etc updated if necessary

Tapestry

- When required, add new children to tapestry
- Add children's sessions and funding details, also add bill payer to tapestry to enable invoices to be generated. keep updated through year where necessary.
- Monthly generate invoices and send out to parents
- Record payments received where necessary

- Can be used to send out reminders

Claim Early Years Funding

- At start of each term, email all parents to ask them to confirm the funding hours to be claimed for that term
- Liaise with wraparound club regarding funding to be claimed for breakfast and afterschool clubs
- Liaise with other settings if necessary to check termly hours claimed
- Complete headcount forms for 3 & 4 year olds and 2 year olds by cut-off date as required by devon county council
- Keep record of any changes to sessions/funding during the term
- Towards end of each term complete headcount amendment task to show any changes to funding during the term
- Before start of each term check to see if parents have applied for 30 hours funding when eligible; remind parents to do this if necessary; remind parents to reconfirm their 30-hour funding when necessary
- Receive 30-hour codes from parents and verify with devon county council
- Advise financial manager of funding to be received each term
- When required complete provider self-update on provider portal for nursery and afterschool club.

Prepare invoices and record payments

- Once a term prepare invoices due spreadsheet to show invoices payable and funding claimed that term
- Once a month generate invoices and send to parents via tapestry
- Periodically check bank statements and school gateway for payments received and record on spreadsheet and tapestry
- At end of each month chase outstanding payments due
- At end of each term, check that funded hours shown on term's invoices match funded hours claimed for term. adjust invoices if necessary.
- Prepare amended invoices where required
- Advise financial manager of expected income each term and update when necessary

Act as main point of contact for preschool parents

- Email parents as required by headteacher, preschool staff etc with newsletters, preschool information etc
- Answer parents' queries
- Forward messages to preschool

Preparation of staff rotas in relation to staff number

- Prepare preschool staffing allocations spreadsheet to show number of staff required at each session depending on numbers of children attending; keep updated throughout the year to show changes to attendance
- Prepare staff rota for each term of school year and share with staff; keep updated throughout year when there are changes to numbers etc
- Advise staff of hours to be worked during the year and keep updated
- Liaise with preschool, headteacher etc re-cover required for sickness and other absences

Registers

- Prepare weekly register for preschool
- Update attendance registers on Arbor weekly
- When required complete devon county council attendance surveys and registers

Support for the school and Trust:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

Person Specification

Essential	Assessed through
Good English and Maths Skills (GCSE Grade C equivalents or above)	Application
Administrative skills background	Application
Well organised, ability to multitask.	Interview/References
Care about the wellbeing of all children; understanding and commitment to safeguarding and equality	Application/interview
Ability to use email/website for communication.	Application/Interview
Good interpersonal skills	Interview/references
Good ICT skills	Application/references
Prior experience of working in a school setting	Application/References/Interview
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
Strong attention to detail and accuracy.	Application/references
Understanding of EYFS settings and nursery admissions processes.	Application/references/interview
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
Desirable	Assessed through
Previous experience in a school or early years setting.	Application
Experience managing nursery places, registers, or funding claims	Application/references
Awareness of Early Years Free Entitlement funding and local authority procedures.	Application/references
Team player with a flexible, can-do attitude	Interview/references