



## JOB DESCRIPTION

<b>Job Title</b>	<b>Office and Nursery Administrator</b>
<b>Grade</b>	Scale 3 Point 5-6
<b>Reports to</b>	Office Team Leader, Headteacher, Trust Operations Manager and SLT.
<b>Liaison with</b>	Headteacher, SLT, Nursery Manager, Head of HR, Other staff, Pupils, Parents, External Agencies, ECC staff.
<b>Job Purpose</b>	To provide effective and efficient clerical and welfare support to the school.
<b>Duties</b>	
<b>General</b>	<p><b><u>Welfare</u></b></p> <ul style="list-style-type: none"><li>• To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.</li><li>• To liaise with parents regarding pupil's sickness / injury.</li><li>• To assist with visits from nurse, dentist, photographer etc.</li><li>• To assist with the general welfare of pupils.</li></ul> <p><b><u>Reception</u></b></p> <ul style="list-style-type: none"><li>• To be a first point of contact for both telephone and face to face enquiries and take messages where appropriate.</li><li>• To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.</li><li>• To accept and sign for deliveries as appropriate.</li><li>• To provide hospitality for visitors to the school.</li></ul> <p><b><u>Finance</u></b></p> <ul style="list-style-type: none"><li>• Handle financial transactions and maintain accurate records of payments and invoices.</li><li>• Collaborate with the SEAT finance team to prepare reports and budgets related to nursery operations.</li></ul> <p><b><u>Admissions</u></b></p> <ul style="list-style-type: none"><li>• Lead registration and admissions process for new children in Early Years, ensuring all required documentation is collected and updated (waiting lists, application forms, registrations)</li><li>• Maintain pupil data records, including attendance details</li></ul> <p><b><u>Clerical</u></b></p> <ul style="list-style-type: none"><li>• To undertake typing and word processing as required.</li><li>• To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier.</li><li>• To maintain the school diary.</li><li>• To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps.</li><li>• To provide general clerical support as required.</li></ul>



- To assist with the monitoring and maintenance of stock and coordinate the ordering supplies as necessary with the finance team
- Co-ordination and administration of school visits in liaison with the teaching staff.
- To produce and distribute school newsletters as required.
- Administration relating to school clubs, including all letters, compiling registers and updating as and when required.
- Administration relating to swimming, including registers, letters to parents and liaising with the provider.
- To ensure payments for all clubs or school activities are received and to chase up payments when necessary.
- To organise the purchase and sale to parents of school uniform, ensuring stock levels are maintained.

### General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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