Job Description

Job Title: Nursery Administrator

Accountable to: Administration Manager
Directors

Responsibility: Support the Administration Manager and Nursery Managers to ensure sustainability of the Nursery settings and overall business.

Job Purpose:

To provide administrative assistance to the Nurseries.

To act as a first point of contact for enquiries and to work in close liaison with other areas of the service to ensure that the administrative support is co-ordinated in accordance with the needs of Sunny Day Nurseries Limited. The post involves particular responsibility for the administration of the pc-based Nursery Management System which involves raising invoices and recording payments.

To promote Sunny Day Nurseries to parents, potential parents, the community and to allied professionals.

To actively promote equal opportunities for all children, their families and staff, with due respect and consideration for gender, race, language, disability, age religion, culture, sexuality and class.

Duties:

1. Maintain the office and children's records and liaise with Directors, Administration Coordinator and Nursery Managers.
2. Deal with telephone and personal calls, either referring on such enquiries or advising on action to be taken. This may include providing hospitality to visitors.
3. Undertake general secretarial, clerical and administrative duties, including providing agendas and minute taking at meetings and subsequent circulation to staff.
4. Undertake word processing, spreadsheet and database entry – family details and sessions required - to the required standards using Microsoft Office and Blossom Nursery Management software.
5. Responsible for the proper and effective use of PC and other office equipment as provided to assist in the execution of duties.

6. Responsible for the proper use and safekeeping of data and record systems both manual and computerised.

7. Raise invoices and record payments to the required standards using Blossom Nursery Management software. This includes monitoring of debtors and bringing these to the attention of the Nursery/Administration Coordinator.

8. Prepare returns for the local authority on free entitlement funding.

9. Support the diary of the Administration Coordinator, arrange meetings and prepare and distribute documents and other information.

10. Manage and control administration stock/nursery uniforms.

11. Maintain a comprehensive knowledge of the childcare service including interpretation of procedures, practices and legislation and response to client enquiries.

12. Maintain the highest standards of customer care at all times.

13. Participate in development of relevant policies and procedures.

14. Ensure good liaison and communication between the Nursery and all other professional workers in order to promote the best interests of the child.

15. Maintain confidentiality in accordance with prescribed protocols and legislation.

16. Adhere to all Sunny Days policies and procedures.

17. Undertake appropriate training as required.

18. Participate in the nursery's performance management review process and access any necessary training or professional development.

19. Participate in personal supervision with the Administration Coordinator or with a Director.

20. Treat all staff, children and parents with courtesy and kindness at all times.

21. Undertake any other duties as and when required by the Administration Coordinator and Directors.

Salary Range & Conditions:

Nursery Administration Assistant (salary based on 40 hours pw)	£25920 - £35000

ADDITIONAL STAFF BENEFITS

- Flexible working hours - *individually negotiated*
- Paid break during day

- 28 days *plus half a day per year worked*
    - holiday per year, including Bank Holidays,
    - *rises each full year at April* up to 30 days

- Access to the Company Health Scheme, when probationary successfully completed

- Full induction training

- A commitment to fully funded CPD - incl. Food Hygiene, First Aid, Health & Safety, Child Protection, Equal Opportunities, etc, - *all provided free of charge for all staff*

- Full/Part Funded Qualifications by agreement with real opportunities for career progression

- DBS checks paid by Sunny Days

- Length of Service Rewards

- Auto-enrolment Pension Scheme

- Hot staff lunch provided when on duty

- 50% childcare discount

- Free Flu Jab

- Uniform – polo, fleece & jacket - *all provided free of charge for all staff*

- Sick Pay Scheme – *eligible after one years' service*

- 'Refer a New Recruit' Scheme