

Administrator

Purpose of Post

To coordinate the administrative support for the Nursery Manager and Head Teacher where necessary

Responsible To

Nursery Manager and Head Teacher

Main Duties

- 1 To maintain accurate databases and paper files on staff and children as necessary
- 2 To process correspondence via email and post
- 3 To act as the first point of contact for enquiries / registration
- 4 To draft letters and newsletters as necessary
- 5 To update policies annually
- 6 Proof-read and print out reports
- 7 Liaise with staff regarding stationery, equipment and food orders
- 8 General office administration duties

This is a full time position and the work will include a shift pattern that includes two days finishing at 4.30pm and three days finishing at 6.15pm. The nursery is open 50 weeks of the year.

The successful candidate will be required to undergo DBS checks, a Disqualification Declaration form and will be required to produce evidence of qualifications and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer.

Person Specification

The person appointed should be:

- Reliable
- Efficient
- An excellent communicator, both verbally and in writing
- Have excellent IT skills with a good working knowledge of packages used in an office environment
- Diplomatic and tactful
- Able to sustain confidentiality in sensitive situations
- Sensitive to the needs of others
- Competent in all the necessary skills to fulfil the requirements of the job
- Able to work under pressure
- Able to work as part of a team which includes teaching, administrative and ancillary staff
- Able to take the initiative

They should have an appreciation of the ethos of Independent schools and nurseries.

This is a diverse role, which requires an energetic and enthusiastic candidate who is willing to turn their hand to a variety of jobs. A First Aid qualification or experience would be an advantage.