

<b>Job Title</b>	Nursery Administrator	<b>Job Reference</b>	PRLNA0725
<b>Location</b>	Pine Ridge & Lorraine Federation	<b>Travel required</b>	Yes
<b>Core purpose</b>			
To carry out nursery administration, including nursery admissions, funding and finances, marketing and websites, parent communication and other associated paperwork.			
<b>Key Accountabilities</b>			
<ul style="list-style-type: none"> <li>Working alongside the school leadership team to support two schools, with regards to all aspects of nursery administration</li> <li>Report to the school leadership team on any current nursery vacancies</li> <li>Ensure places are filled in a timely manner through effective marketing and good communication with teaching team and perspective parents</li> <li>Responsible for the allocation of nursery places in conjunction with the nursery team, ensuring MIS (Management Information System) and school databases are up to date, whilst ensuring staff ratios and room capacity are adhered to, when offering spaces</li> <li>Responsible for the invoicing of nursery fees for children that are not eligible for funding</li> <li>Responsible for registering and claiming all funded children included FEET (Funded Early Education for Two-year-olds), Working Parent Entitlement, Universal Funding for 3- and 4-year-olds, EYPP (Early Years Pupil Premium), Deprivation Funding, SEN Inclusion Funding, Disability Access Funding, LAC Funding (Looked After Children) and Free School Meal claims</li> <li>Follow LA (Local Authority) checking processes for eligible funding entitlements and code checking and add children to your live register whilst adhering to LA deadlines for maximum funding claims</li> <li>Complete LA Headcount data for termly funding where required</li> <li>Complete the nursery section of the School Census each term</li> <li>Remind parents to re-validate funding codes every 3 months before expiry date</li> <li>Ensure all Trust and Local Authority Forms are completed and kept up to date whilst adhering to document retention schedules and GDPR Regulations</li> <li>Keep up to date with and understand the Local Authority Early Years funding processes and procedures</li> <li>Attend nursery administration training and guidance sessions with the Trust Nursery Operations Manager when required</li> <li>Ensuring the nursery pages of the school website are kept up to date and hold all relevant information to guide parents on nursery admissions and funding options</li> </ul>			
<b>In schools</b>			
<b>Expectations</b>			
<ul style="list-style-type: none"> <li>Play an active part in school's teams and model GLF values</li> <li>Keep up to date with current legislation regarding nursery finances and funding</li> <li>Be flexible to meet the changing demands of the role whilst working across several school sites</li> <li></li> </ul>			
<b>Accountability</b>			

Commented [TF1]: Change to Local Authority



GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.