



Job description - Nursery & Infant School Administrator

Responsibility

The Administrator will be responsible to the Head of Nursery & Infants

Responsible for:

The Administrator will be responsible for the Lunchtime supervisors

Purpose of this role

To support the School by providing general administrative and clerical support, under the instruction of the Head of Nursery and Infants / Head of Finance & Support and to assist in the efficient running of the Nursery & Infants office.

- To contribute to the overall vision and ethos of the school by ensuring the best standards possible for pupils and staff.
- To be an ambassador for the school when meeting parents and other visitors and to act as the first point of reference.

Key Responsibilities

The post holder may be requested to undertake any but not necessarily all, of the following duties. Duties required will be directed by the Senior Leadership Team, according to the school's needs.

Reception

- Providing a warm welcome to all.
- Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges, DBS checks etc.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensure that all information is always treated confidentially and to have absolute discretion, complying with the school's data protection procedures.
- To manage daily deliveries and update appropriate records relating to this.

Administrative

- To input information onto the computer database and to extract information as instructed, which may require some manipulation.
- Completion of registers, record and follow up on absences.

- To undertake word processing of documentation (letters, reports, memos etc.) including collation for documentation packs as required.
- To use Google Suite for a range of administrative tasks.
- Placing orders, checking goods received and monitoring paperwork.
- Updating and distributing communications which may include but is not limited to the school's website, social media, noticeboards, newsletters and other communication with parents, colleagues and the community.
- To undertake routine cash handling duties, including receiving and recording payments and issuing receipts.
- To issue and monitor payments from parents on ParentPay.
- To assist in marketing the school and deal with enquiries from prospective parents.
- Liaise with HFA, and outside agencies, on school events involving the Nursery and Infant school.
- Dealing with correspondence for the Head of Nursery & Infants and maintaining diaries.
- To attend, participate and take notes at meetings as required.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms for the school.

Other

- Line management of Nursery & Infants lunchtime supervisors.
- Liaison with before and aftercare assistants.
- Assist in walking pupils across the Hulme sites.
- Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the setting. Be familiar with all emergency and security procedures.
- Administer first aid and medication as required.
- To relate confidently and politely to colleagues, volunteers, parents and members of the public.
- To adhere to School policy and procedures particularly Health and Safety and Equal Opportunities and operate regarding relevant legislation.
- To report any Child Protection incidents or concerns in accordance with safeguarding procedures, School child protection procedures and education directorate guidance.
- Flexible approach required to work.
- Any other duties commensurate with the grade and falling within the scope of the post as requested by the Management.
- Respect confidentiality.
- Comply with the School no smoking policy.
- Co-operate and liaise with departmental colleagues.
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to raising the profile of the school.
- The School 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 above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of Nursery and Infants.

Person Specification - Nursery & Infant School Administrator		
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Appropriate administrative training and qualifications • Good standard of general education (including numeracy and literacy GCSEs) and IT skills 	<ul style="list-style-type: none"> • First Aid qual • ification
Skills & Experience:	<ul style="list-style-type: none"> • Previous experience of working in an office environment, dealing with face to face interactions • Good working knowledge of ICT systems including word processing, spreadsheets and presentation software • An enthusiastic team player with excellent administrative and communication skills, capable of working unsupervised • Evidence of recent in-service training and professional development • Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these • Ability to pay close attention to detail to ensure accuracy • Willing to undertake further training as required 	<ul style="list-style-type: none"> • Previous experience of working in a school • Experience of school MIS systems
Knowledge:	<ul style="list-style-type: none"> • Knowledge of Google Suite applications including docs, sheets and forms • Understanding of data protection and confidentiality 	<ul style="list-style-type: none"> • Being aware of legislative requirements in relation to Health and Safety and Fire Safety

	<ul style="list-style-type: none"> ● Understanding of and commitment to promoting Equal Opportunities and anti-discriminatory practice ● Understanding of safeguarding procedures 	
<p>Personal competencies and qualities:</p>	<ul style="list-style-type: none"> ● Motivation to work with children and young people. ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ● Emotional resilience in working with challenging behaviours. ● Positive attitude to use of authority and maintaining discipline. ● Resourcefulness, enthusiasm, patience, resilience and a sense of humour ● Ability to work independently and with initiative ● Demonstrate personal and professional integrity ● Commitment to promote and support the aims and value of OHGS 	

Method of assessment will be via content of the application form, professional references, interview and the production of certificates