The Acorn Nursery School

Job Description – Nursery School Administrator / PA

General Areas of Responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's Safeguarding and Child Protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead or appropriate member of the governing body
- To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the School
- To keep up to date with such School policies and other guidance as are relevant to the duties contained in the job description, and your ability to carry them out properly
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other School events, as required
- To carry out other specific duties which may, from time to time, be reasonably requested by the Head
- To cover for absent colleagues when required, as organised by the Head
- To meet all deadlines for the efficient running of the School
- To ensure children understand how to behave in a kind and gentle manner towards each other
- To support children in following the expectation of the School regarding behaviour
- To create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To participate in any arrangements that may be made for staff appraisal
- To be responsible for his/her personal punctuality and wearing of appropriate dress.

Specific Responsibilities

- To act as a first point of contact within the School, filtering both telephone and email enquiries and liaising with parents demonstrating excellent interpersonal and communication skills
- To provide a welcoming and helpful service to all who contact or visit the school and ensuring they are dealt with efficiently and courteously, following the School's Safeguarding policy and ensuring all visitors sign in and out of the Visitors' Book
- To provide a welcome and helpful service to staff
- To produce and send out the weekly newsletter and other relevant information to all parents and staff
- To assess and prioritise daily tasks effectively and efficiently, whilst supporting the Head in the smooth running of the School
- To act as Personal Assistant to the Head, ensuring that the Head is kept informed of all current issues within the School
- To manage the Head's calendar, acting as the discretional point of contact for the arrangement of meetings
- To provide suitable secretarial and administrative support to the Senior Management Team when appropriate
- To communicate effectively with all staff, keeping them updated with day to day changes
- To ensure the office is well presented and effectively organised at all times

- To send prospectus and registration forms to prospective parents
- To be responsible for ensuring that all School communications to parents are sent in a timely manner and filed appropriately
- To be responsible for the upkeep and maintenance of the School premises including the liaison with the cleaning contractors and the NHP maintenance team
- To attend to operational and house keeping matters including keeping up to date records of such matters
- Be responsible for the signing in of children arriving late and logging of children who are absent in registers.
- To provide First Aid support to all pupils if needed
- To be responsible for auditing and ordering School supplies
- Receive and sign for post and deliveries when necessary
- To be in the School during all School holidays at regular, frequent intervals to collect phone messages, check the post, make calls as required, respond to emails, oversee work of contractors etc.
- Keep keys secure and ensure that they are only handed to authorised persons.

In consultation with the Head be responsible for:-

- To liase with the Head on the allocation of places to assist in billing
- Deposits to be requested and paid
- Invoicing of pupils
- School expenditure in liaison with the Head
- Overseeing financial and administrative aspects of school events e.g. concerts and fairs
- Be responsible for the communication and administrative element of school trips and booking of facilities, in consultation with Heads of Floors.
- The organisation of school photographs
- The organisation of visits and open days for prospective parents
- The organisation of parent evenings

Specific Responsibilities – Compliance

- To administer the recruitment process, including placing adverts and updating and sending out job descriptions and person specifications to prospective candidates
- To ensure that all appropriate documentation for new staff is in place
- To maintain and update the Single Central Register and liaise regularly with the HR manager at NHP
- To ensure that all relevant declarations required from staff are completed and recorded
- To ensure that all recruitment documentation is in place including DBS, as required
- To assist the Head in the maintaining and monitoring of health and safety records including risk assessments and fire safety logs

Specific Responsibilities - Finance

- To support in the drawing up and mailing of termly fee invoices and the follow up on outstanding fee invoices
- To assist in liaising with the NHP Finance Assistant regarding fee invoices and bank receipts
- To administer to the process whereby all expenditure and supplier invoices are authorised for payment, liaising with the NHP Bursar's Office as necessary
- To oversee the process whereby all cash and cheques received are recorded and sent to the NHP Bursar's Office for banking