

Administration & Organisation Level 3

Nursery Administration Assistant

Evaluated Grade

Job Description

Job Purpose
Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school nursery. Assist with the planning and development of support services.
Major Tasks
<ul style="list-style-type: none"> • Customer facing role being the first point of contact at the school nursery for visitors and telephone enquiries • Undertake all reception duties • Provide administration support to the school nursery i.e. photocopying, letter writing • Ensure highest standards of security and safeguarding in the reception area at all times • Attendance – daily completion and continuous monitoring of pupil registers/attendance. Highlight to Nursery Administration Manager and EYFS Lead Teacher any areas of concern • Undertake recording, monitoring and recovery of nursery, after school club and breakfast club via ParentPay and Family. • Administration of nursery visits and events • Communication via Family and email • To undertake any other responsible duties as directed by Nursery Administration Manager, EYFS Lead Teacher and Headteacher
Contacts & Relationships
<ul style="list-style-type: none"> • Deal with complex reception/visitor etc. matters • To assist in the completion and submission of complex forms, returns etc., to external agencies e.g Dfes • Provide advice and guidance to staff, pupils and others • Establish constructive relationships and communicate with other agencies/professionals • Attend and participate in regular meetings as required • Participate in training and other learning activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support others
Creativity
<ul style="list-style-type: none"> • Contribute to the planning, development and organisation of support service systems/procedures/policies • Organise nursery trips/events etc. • Manage manual and computerised record/information systems • Analyse and evaluate data/information and produce reports/information/data as required • Undertake typing and word-processing and complex IT based tasks • Provide personal, administrative and organisational support to other staff • Undertake administration of complex procedures • Undertake the administration of pupil records • Undertake research and obtain information to inform decisions • Assist with procurement process

<ul style="list-style-type: none"> Assist with promotion of the nursery and primary school
Decisions
<ul style="list-style-type: none"> Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person Be aware of and support difference and ensure equal opportunities for all Contribute to the overall ethos/work/aims of the nursery and primary school
Management & Supervision
<ul style="list-style-type: none"> No management or supervisory responsibilities
Supervision Received
<ul style="list-style-type: none"> Work under the supervision of the Nursery Administration Manager and SBM
Complexity
<ul style="list-style-type: none"> First point of contact for telephone and face to face enquiries Good communication skills Good numeracy and literacy skills Good ICT skills Be able to manage and prioritise own workload
Resources
<ul style="list-style-type: none"> Operate relevant equipment/complex ICT packages Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required Manage uniform, stationery and supplies within the nursery school Manage administration of facilities including use of nursery school premises Undertake financial administration procedures e.g. recording receipts, recovering nursery, after school and breakfast club monies and processing orders Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Impact
<ul style="list-style-type: none"> Assist in the administration of the nursery school whilst providing a welcoming first point of contact and information service for visitors, children, parents and staff in respect of nursery school activities.
Physical Demands
<ul style="list-style-type: none"> The level of physical demands would be that expected of a typical desk based job, such as carrying files to meetings and setting up for meetings. There may be the occasional demand for more than this. However, this would not be a significant part of the job.
Working Environment
<ul style="list-style-type: none"> In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside There is potential for verbal abuse on the telephone and also face to face
Emotional Context
<ul style="list-style-type: none"> The emotional strain or distress this role is expected to face would be limited however, there may be times when the post has contact with information that may be upsetting. Any safeguarding issues would be passed on to the appropriate Designated Safeguarding Lead. However, this would be incidental and it would not be a formal part of the job to deal with this information.
Other
The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification or experience in relevant discipline Very good numeracy/literacy skills
Experience	<ul style="list-style-type: none"> Experience of administrative and financial systems
Knowledge	<ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Skills	<ul style="list-style-type: none"> Effective use of ICT and other specialist equipment/resources Very good ICT skills Good communication skills Ability to relate well to children and adults Ability to keep all matters relating to children and the working of the school nursery confidential Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities
Personal style & behaviours	<ul style="list-style-type: none"> Self-motivated and committed to deliver a high standard of work To work well as part of a team To demonstrate a positive attitude and 'can do' approach
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. This post holder will demonstrate that they:</p> <ul style="list-style-type: none"> Can express themselves fluently and spontaneously, almost effortlessly Can produce clear, well-structured, detailed text on complex subjects Can understand a wide range of demanding longer clauses and recognise implicit meaning.
Political Restrictions	None

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	X
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>