

Codicote Childcare and Pre-school Job Description <i>As part of the ISA Regulations all staff are required to be ISA registered and CRB checked</i>
Job Title: Pre-school Administrator
Hours/days of work: 6 -10 hours per week
Purpose of the role: To work as part of the pre-school team, under the direction of the Leader, (or Deputy Leader in her absence), to provide full administrative support for the efficient daily operation of the Pre-school.
Codicote Childcare and Pre-school information: We are a charity run setting whose aim is to provide high quality childcare and early years education to children from 9 months to school age from Codicote and surrounding areas. We also work in partnership with Codicote Church of England School and local childminders to meet the needs of families.
Key Responsibilities; include but are not limited to the following: <ul style="list-style-type: none"> ● Provide administrative support to the Leader and Committee in preparation of letters, newsletters community communication and all correspondence as required ● Filing of all documentation in an effective system ● Issue bills and receipts ● Prepare invoices and organise collection of fees ● Administer support the bookkeeper in administration for the monthly payroll including payment of salaries and PAYE/NIC/Pension Contributions with support ● Pay all bills, invoices and subscription renewals ● Complete orders and requisitions for resources ● Coordinate and track fundraising income and expenses and adhoc donations ● Prepare monthly accounts and reconcile with bank statements ● Complete and update termly forecast and report to committee and leader ● Prepare annual accounts for audit and presentation at the annual AGM with support of the bookkeeper ● File Charities Commission annual return online on behalf of committee (the charity trustees) ● Attend training courses and briefings with regard to changes in Early Years admissions/funding ● Administer all funding claims, ensuring nursery grant forms are completed fully and submitted on time ● Apply for milk refund each term ● Book staff & committee training and refresher courses as necessary ● Assist and ensure committee members with completion of the necessary DBS and EY2 checks to confirm their suitability and register them with Ofsted by being the registered contact) ● Meet with the staff, committee chair, treasurer and secretary regularly to discuss matters arising ● Assist the Leader to arrange and upkeep the insurance and membership of organisations ● Maintain and update website and Facebook pages ● Complete bids or support in the submission of bids for grants ● Assist the Leader to liaise with the committee, Ofsted, Early Years Learning Alliance and other professionals as necessary to ensure all legal and statutory requirements are implemented and provide reports as required ● Act as GDPR Lead to ensure we meets its legal requirements and adheres to its Data Policy ● Assist the Leader to review and update policies, procedures, Information folders and notice boards as necessary. ● Assist the leader in preparing all material and documentation required by Ofsted and be familiar with the inspection process ● To attend meetings as required such as Committee, Early Years years alliance ,HfL or other appropriate body ● Assist with the promotion of the group, attending outside events on occasion ● To undertake any other reasonable duty which may be required from time to time

Person Specification

Qualifications & Experience

- Educated to GCSE standard or equivalent (grade A-C in Maths & English).

Professional/Technical Skills

- Experience of IT packages and be confident in their application, such as word, excel and website editing in wordpress
- Apply technical skills to applications in the use of education tracking (e.g. tapestry)and bookkeeping apps e.t. coconut)

Skills/Abilities/Aptitudes

- Ability to engage with and communicate effectively and sensitively in person and in writing with children and parents.
- Self motivated with a proactive approach, ability to think on their feet with the ability to problem solve.
- The tenacity to achieve results.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and a friendly manner.
- Ability to use own initiative
- Ability to work to deadlines
- Strong organisational and administrative skills with the ability to juggle priorities
- Excellent attention to detail
- Ability to work as an active team member

Updated: September 2024

By: Helen

Note: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

(Candidates who are invited to interview are required to bring along proof of their eligibility to work in the UK i.e. passport, driving license).